

**FRUITLAND SCHOOL DISTRICT #373**

**SCHOOL BOARD POLICY MANUAL**

**FRUITLAND, IDAHO**

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GENERAL TEXT

ADOPTED 1979

Revised 3/9/92, 1/13/93, 10/10/94

NONDISCRIMINATION

Series 000

001 Nondiscrimination

002 Americans with Disabilities Act

# NONDISCRIMINATION

Series 000

Policy Title Nondiscrimination Code No. 001

The Board is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district will strive toward nondiscrimination in any employment assignment and promotion of personnel, in educational opportunities and services offered students, in their assignment to schools and classes, in their discipline, and in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

Date of Adoption:  
January 13, 1993  
Revised 10/10/94

# NONDISCRIMINATION

Series 000

Policy Title Americans with Disabilities Act Code No. 002

The Board of Trustees of the Fruitland School District has completed a self-evaluation of its facilities regarding program accessibility, employment, facilities accessibility, communications, and complaint procedures. Any interested patron may request a copy of the Fruitland School District's Americans with Disabilities self-evaluation which will include a grievance procedure, the designated individual(s) to oversee Title II compliance, the transition plan for structural changes to achieve program accessibility, and the architectural barriers checklist.

Date of Adoption:  
January 13, 1993  
Revised 10/10/94

## EDUCATIONAL MISSION AND PHILOSOPHY

### Series 100

- 100 Preface
- 101 Statement of Guiding Principles
- 102 Mission Statement
- 103 Philosophy
- 104 Vision and Goals
- 105 Operating Principles for Fruitland School Board and District Administrative Team
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# EDUCATIONAL PHILOSOPHY

Series 100

Policy Title Preface Code No. 100

This book is written in order that all employees and interested patrons of Fruitland School District No. 373 may be fully acquainted with the policies of the Board of Trustees.

The book, when adopted, becomes the official policy of the Board of Trustees of Fruitland, Idaho, School District No. 373. Any policy, not dictated by statute, may be abolished, modified or changed at any regular or special meeting of the Board of Trustees. The format of the book is loose-leaf to facilitate change as policy is changed to meet changing conditions. A part of the Board of Trustees' annual meeting in July each year will be devoted to reviewing the policy manual and updating it.

Much of the school policy in the State of Idaho is dictated by State Law. In all instances, the Board of Trustees of this school district follows the regulations established by statute.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# EDUCATIONAL PHILOSOPHY

Series 100

Policy Title Statement of Guiding Principles Code No. 101

It is a major aim of our democratic society that every person is helped to develop himself in ways unique to his own characteristics and that make him a responsible participant. This development is influenced significantly by the home, the community, and the school. The schools are primarily responsible for helping the student to acquire the basic skills to communicate, to think clearly, to make intelligent decisions and to carry them out effectively. The schools can serve these purposes most effectively if they do not attempt to supersede the home or the community in their appropriate areas of responsibility.

Date of Adoption:  
January 13, 1993

EDUCATIONAL PHILOSOPHY

Series 100

Policy Title Mission Statement Code No. 102

Fruitland School District #373 believes that all students can learn and that all staff, in partnership with the community, are committed to providing the best educational opportunities for students.

Date of Adoption:  
March 9, 1992  
Revised 1/13/93



# EDUCATIONAL PHILOSOPHY

Series 100

Policy Title Philosophy Code No. 103

The Fruitland schools shall teach for the total development of the individual, allowing each student to attain maximum potential for herself/himself and for society. The pupil shall be trained to think for herself/himself, to make sound judgments, to accept the responsibilities of citizenship, and to develop a sense of moral values. Mental, physical and aesthetic growth shall be the essence of the curriculum, instilling the knowledge and truth and traditions of this culture.

Fruitland School District will provide a thorough system of public schools from which students will receive the following:

1. A safe environment conducive to learning
2. Educators empowered to maintain classroom discipline
3. Emphasis on the basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work
4. Instruction on the skills necessary to communicate effectively
5. A basic curriculum necessary to enable students to enter academic or vocational post secondary educational programs
6. Instruction on the skills necessary for students to enter the work force
7. An introduction to current technology
8. Emphasis on the importance of students' acquiring the skills to enable them to be responsible citizens of their homes, schools, communities, state and nation

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 12/10/01

Legal Reference:

Policy Title Vision and Goals Code No. 104

As part of Idaho's Education Reform, the Fruitland School District has adopted the State Department of Education's Vision and Goals statements, dated June 1, 1994, to be included in the school board policy manual.

### VISION

Through equal access to quality education, all Idaho high school graduates will understand and value lifelong learning, and possess the knowledge, skills and attitudes necessary to:

- \* learn,
- \* use critical thinking and reasoning ability to solve problems,
- \* work independently and in groups,
- \* communicate effectively in all forms,
- \* understand, integrate, and use information and knowledge,
- \* maintain personal, emotional, and physical well-being,
- \* contribute to society as caring, responsible, and thoughtful citizens, and
- \* understand and appreciate ethnic and racial differences.

The term all Idaho high school graduates means students from a broad range of backgrounds and circumstances, including disadvantaged students; students with different racial and ethnic backgrounds; students with disabilities; students with limited English proficiency; and academically talented students.

### GOALS

The vision will be realized if the goals as described in these major programs of study are reached:

- \* Comprehensive Health Education
- \* Fine Arts and Humanities
- \* Foreign Languages
- \* Language Arts
- \* Mathematics
- \* Physical Education
- \* Science
- \* Social Studies
- \* Vocational and Technical

Date of Adoption:  
October 10, 1994

## EDUCATIONAL PHILOSOPHY

Series 100

Policy Title Operating Principles for Fruitland School Board and District Administrative Team Code No. 105

- I. We recognize that BEING POSITIVE AND CREATING A POSITIVE WORKING ENVIRONMENT is essential for us to work together as a team.
  - A. We will strive to see the good in others.
  - B. We will refrain from speaking or acting in a negative manner towards any team member.
  - C. We will look for and recognize positive contributions by all team members.
  - D. We will seek ways to turn obstacles into opportunities.
  - E. We will maintain optimism and humor in working together.
  
- II. The Board and Administrative Team will operate with HONESTY AND INTEGRITY.
  - A. We will authentically communicate accurate information at all times.
  - B. We will work openly and collaboratively to resolve problems and will accept responsibility for our actions and decisions.
  - C. Sharing confidential information discussed in Executive Session with unauthorized persons is ethically unacceptable.
  - D. We will walk our talk, and always follow through on our commitments.
  
- III. OPEN COMMUNICATIONS are essential to develop mutually satisfying collaborative relationships.
  - A. Open channels for formal and informal communication must be established and maintained among all members of the team.
  - B. Team members must refrain from knowingly deceiving one another and must replace rumors with facts.
  - C. If one team member has a disagreement with another, the first step should be to discuss the matter with the person involved.
  - D. Board Members and Administrative Team Members should offer praise to employees personally.

- E. Criticism of individuals should be communicated privately and should not be aired at meetings.
- IV. We will strive to SOLVE ALL CONCERNS QUICKLY AND CONSTRUCTIVELY.
- A. We will actively listen to all concerns.
  - B. We will explain that the Board and Administrative Team have an established process for solving concerns.
  - C. We will refer the person to the appropriate person to resolve their concern.
  - D. We will express appreciation to the person for presenting their concern and affirm our desire for a satisfactory conclusion.
  - E. We will encourage and personally assist that person to follow the chain of command until the problem is satisfactorily resolved.
- V. The Board and Administrative Team are committed to CONTINUING GROWTH AND SUCCESS of all students, all adults, and our total school district.
- A. We will actively support training and education activities.
  - B. We will make every effort to commit resources to assist in human growth and success.
  - C. We are committed to become involved in planning/improvement processes for our schools, our school district and/or our community.
- VI. We are committed to the following process for TEAM DECISION MAKING.
- A. We will gather all pertinent data, including input from all persons to be affected by the decision.
  - B. We will analyze and organize the data, then develop multiple solutions.
  - C. We will prioritize solutions and study possible impacts.
  - D. We will plan for implementation and monitoring.
  - E. We will communicate the reasons for the decision to those affected, yet leave communication open.
  - F. We will give total support to the decision and its implementation.

Date of Adoption:

February 10, 1992

Revised 1/13/93, 10/10/94

EDUCATIONAL MISSION AND PHILOSOPHY

Series 100

Policy Title Safety Policy Code No. 106

The safety and health of employees at the Fruitland School District #373 is of primary importance. It is the district's policy to provide safe and healthful working conditions and operating practices that will ensure a safe work environment for employees.

All levels of management have a primary responsibility for the safety of all employees. The employee, in turn, is expected to adhere to the regulations and policies outlined by the district.

These responsibilities can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating conditions. By working together, we can maintain a safe working environment for all employees.

You must report all accidents, property damage incidents, and near-miss accidents to your supervisor immediately. If you are involved in an accident, you must complete an accident report at the Superintendent's Office.

Date of Adoption:

Legal Reference: (Code of Idaho

July 12, 1999

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## BOARD OF TRUSTEES

### Series 200

- 200 Statement of Guiding Principles
- 201 Legal Reference
- 202 Selection of the Board
  - 202.1 One Nomination for School Trustee--No Election
  - 202.2 Certification of Emergency Fund Levy
- 203 Functions of the Board
- 204 Election of Board Officers and Appointment of Clerk-Treasurer
- 205 Annual Meeting
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BOARD OF TRUSTEES

Series 200

Policy Title Statement of Guiding Principles Code No. 200

It is the policy of the Board of Trustees to organize and maintain the distinction between those activities which are appropriate to the Board of Trustees as the legislative governing body of the school district, and those administrative activities which are to be performed by the Superintendent of Schools and his staff in the exercise of administrative authority. The functions of the Board can be described as policy-making, appraisal, and evaluation.

The Board of Trustees shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

Date of Adoption:  
January 13, 1993

BOARD OF TRUSTEES

Series 200

Policy Title Legal Reference \_\_\_\_\_ Code No. 201 \_\_\_\_\_

Laws for the schools of Idaho are of two types, mandatory and permissive. Mandatory laws are those that must be carried out, while permissive laws are those that permit an action but do not require it. The legal basis for schools and school boards is found in Chapter 13, Idaho Session Laws of 1963, as amended.

Date of Adoption:  
1979  
Revised 3/9/92, 1/13/93



BOARD OF TRUSTEES

Series 200

Policy Title Selection of the Board Code No. 202

Members of the Board of Trustees shall be nominated by petition containing not less than five signatures of elector residents of the zone in which the nominee is a resident.

In each of the five trustee zones, the person receiving the greatest number of votes cast within that zone shall be declared by the Board of Trustees as the trustee elected from that zone.

The date for the election of trustees and the budget hearing will be set by the Board no later than the regular March meeting. Such trustee election will be held the 3rd Tuesday in May and the Budget Hearing will be held the 2nd Monday in June in accordance with state law. The elected trustees assume office at the annual meeting following the election (July meeting).

Vacancies on the Board will be declared and filled in accordance with Section 54, Chapter 13, Idaho Session of Laws of 1963, as amended. Declaration of vacancy shall be made at a regular or special meeting of the Board. The Board of Trustees will adopt a person qualified to fill the vacancy until the next annual school election. The Board must notify the State Board of Education of such election.

A vacancy will be declared by the Board when (1) a nominee has been elected but has failed to qualify for office; (2) dies; (3) resigns as trustee; (4) there is a tie in the election of trustee; (5) fails to attend four consecutive meetings without excuse acceptable to the board.

Date of Adoption:  
1979

Revised 3/9/92, 1/13/93

BOARD OF TRUSTEES

Series 200

Policy Title One Nomination for School Trustee--No Election Code No. 202.1

In any election for trustees, if, after the expiration of the date for filing written nominations for the office of trustee, it appears that only one (1) qualified candidate has been nominated for a position to be filled or if only one (1) candidate has filed a write-in declaration of intent as provided by section 33-502A, Idaho Code, no election shall be held for that position, and the Board of Trustees or the school district clerk with the written permission of the Board given by this policy, shall within fourteen (14) days before the scheduled date of the election declare such candidate elected as trustee, and the school district clerk shall immediately prepare and deliver to the person a certificate of election signed by him and bearing the seal of the district. The procedure set forth in this section shall not apply to any other school district election.

Date of Adoption:

May 13, 1996  
Revised 5/14/2001

Legal Reference: (Code of Idaho)

33-502B

Series 200

Policy Title Certification of Emergency Fund Levy Code No. 202.2

In any year that the school district is deemed eligible to levy an emergency tax due to an increase in enrollment, the Board gives the Superintendent and the Clerk of the Board the authority to apply for certification of this levy and to advertise this tax increase pursuant to Section 33-805 Idaho Code.

This levy will be approved at the next regular meeting of the Board of Trustees of this District.

Date of Adoption: September 9, 2002

Legal References: Idaho Code 33-805

BOARD OF TRUSTEES

Series 200

Policy Title Functions of the Board Code No. 203

The policies for this district will be made by the board of trustees as a unit. Complete and final control rests with the board. Policy established by the board will be carried out only by the Superintendent of Schools. Motions before the board will be decided by majority vote.

The board will establish the educational policies for the district and will determine the personnel policies of the school system. The board will select and employ professional school administrators to manage the school system, and employ necessary personnel (usually upon recommendation of the superintendent). The board shall have the responsibility of procuring, disbursing, and accounting for funds to support the school system, including physical plant and equipment. Each trustee should become familiar with specific powers and duties enumerated in Title 33 of the Idaho Code, as amended. These powers and duties may be exercised and performed only by the board as a duly convened entity. Individual trustees cannot make decisions on behalf of the board. The board shall be responsible for having the district's books audited annually.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## BOARD OF TRUSTEES

Series 200

Policy Title Election of Board Officers and Appointment  
of Clerk-Treasurer Code No. 204

The chairman of the board shall perform the duties prescribed by law, enforce the rules, sign all documents ordered executed by the board, and perform such other duties as may be directed by the board.

The clerk-treasurer of the board shall perform duties prescribed by the board. She shall attend all meetings of the board of trustees, and keep a record of the proceedings. The clerk shall record all matters required by law or by the board. This record shall be open to inspection by any qualified elector of the district at reasonable times.

When the clerk does not attend a meeting, the board shall appoint a temporary clerk to keep a record of proceedings and certify them to the clerk to be recorded.

The treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in Idaho. The treasurer shall deposit the monies of the district in accordance with the provisions of the Public Depository Law, and the instructions of the board. She shall prepare and submit to the board at the regular meeting a monthly financial report for the district. She shall disburse money by warrant (or check) only, when countersigned by the chairman of the Board or, in his absence, by the vice-chairman of the Board. She shall prepare the district's books and financial records and have them ready for audit each year. The treasurer will prepare and publish the annual financial report as required by statute. She shall perform such other duties as the Board prescribes.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

BOARD OF TRUSTEES

Series 200

Policy Title Annual Meeting Code No. 205

The July meeting is the Annual Meeting for the organization of the Board.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## BOARD OF TRUSTEES

Series 200

Policy Title Regular Meetings of the Board Code No. 206

Regular meetings of the Board shall be held monthly on the second Monday of each month. A quorum for the transaction of business of the Board shall be a majority. All meetings of the Board are open to the public, except executive sessions.

An executive session may be held at any meeting upon 2/3 vote of the members and the reason for the executive session is given and recorded in the minutes. Executive sessions are held for deliberation. The vote or final action taken will be done in open meeting. Executive sessions may be called for:

- (a) to consider hiring a public officer, employee, staff member, or individual agent.
- (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, or public school student.
- (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
- (d) to consider records that are exempt by law from public inspection. Negotiations may be conducted in executive session if either side requests closed meetings. Notwithstanding the provisions of section 67-2343, Idaho Code, subsequent sessions of negotiations may continue without public notice.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

BOARD OF TRUSTEES

Series 200

Policy Title Special Meetings Code No. 207

Special meetings may be called by the chairman of the Board or by call of any two members at such times as are required. Notice of the time and place for the meeting must be given to each of the Board members 24 hours before the meeting is to be convened. The business of a Special meeting is limited to that specified in the call for such a meeting. In an emergency, no public notice is necessary, i.e., injury to or damage to persons or property or the likelihood of such injury or damage.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



BOARD OF TRUSTEES

Series 200

Policy Title Committees of the Board Code No. 208

The Board may, when it is necessary or advisable, appoint special committees or study problems, report findings and make recommendations for action to the whole board.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

BOARD OF TRUSTEES  
Series 200

Policy Title: School Board Meeting Procedure

Code No. 209

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent. Items from the public must be submitted in writing to the Superintendent ten (10) days before the meeting, for inclusion on the agenda.

Additional items may be added after completion and posting of the agenda up to and including the hour of the meeting, provided a good faith effort is made to include in the notice all agenda items known at the time to be probable items.

Regular Meetings

Notices and agendas will be posted at least twenty-four (24) hours in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the school district office and such other places as determined by the Board of Trustees at its annual meeting.

Special Meetings

Special meetings require a twenty-four (24) hour meeting and agenda notice

Order of Business

The order of business shall be reflected on the agenda. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum. A majority of the quorum may pass a resolution.

The chairperson, having determined a quorum is present, will call the meeting to order. General rules of parliamentary procedures are used for every Board meeting. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.

The chairperson will maintain order at all meetings and may eject any person not willing to abide by the rules of order. The public has the right to attend Board meetings but the Board is not obligated to allow members of the public to speak at the meeting unless they are on the agenda. If the Board does allow person(s) in attendance to address the Board, it will be reasonable and uniformly applied and limited in time.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chairperson and/or Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## Minutes

The Clerk of the Board shall keep written minutes of all open Board meetings, which shall be signed by the Chairperson and the Clerk. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within reasonable period of time after a meeting for inspection upon the request.

### **Adopted:**

1979

### **Revised:**

3-9-92

1-13-93

3-10-08

11-15-17

### **Legal Reference:**

Idaho Code 67-2343

Idaho Code 67-2344

Idaho Code 33-510

# BOARD OF TRUSTEES

## Series 200

Policy Title: Section 504 of the Rehabilitation Act Hearing Procedure

Code No. 210

### **SECTION 504 HEARING PROCEDURE--PURPOSE AND SCOPE**

An impartial hearing procedure is available to students and their parents to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act (hereinafter "Section 504") when such differences cannot be resolved by means of a less formal procedure. Students and their parents are encouraged to use this school district's Civil Rights Grievance Procedure for resolution of differences whenever possible.

The hearing procedures and procedural safeguards set forth in this policy apply to the identification, evaluation, or educational placement of a student, as set forth in 34 CFR 104.36. A student qualifies for a free appropriate public education, including related services, under Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities.

The following definitions will apply to all related hearing matters:

1. "Days" means calendar days;
2. "Parents" means parents or legal guardians;
3. "Placement" means the program concerning the educational placement of the student.

### **HEARING PROCEDURES**

A Section 504 impartial hearing may be requested by the school district or a parent of an affected student on matters directly related to the school district's decisions or actions regarding the following:

1. The identification or eligibility of a student as disabled under Section 504;
2. The evaluation procedures utilized with the student, including a decision not to evaluate a student; or
3. The educational placement and/or related aids and services recommended for or provided to the student, including any change in placement as a result of disciplinary action.

All requests for a hearing under this policy must be submitted in writing addressed to the Superintendent of Schools. The written request for a hearing must contain:

1. The specific nature of the dispute;
2. The specific relief or remedy requested; and
3. Any other information the school district or parents believe is important to understanding the dispute.

The hearing procedure will be presided over and decided by an impartial hearing officer. The Superintendent of Schools, or his/her designee, will select an impartial hearing officer within fifteen (15) days of receipt of the request for a Section 504 hearing. The selected impartial hearing officer will:

1. Be qualified to review school district decisions relating to Section 504;
2. Be impartial and unbiased; and
3. Not be an employee of the school district.

The selected hearing officer, prior to the hearing, will review the school district's actions and notify the parties in writing of the date of the hearing. The parents and the school district will be given at least ten (10) days' notice of the date of the hearing. The notice from the appointed hearing officer will contain:

1. A statement of the time, place, and nature of the hearing;
2. A statement of the legal authority and jurisdiction under which the hearing is being held;
3. A statement of the availability of relevant records for examination;
4. A concise statement of the issues in dispute;
5. A statement setting forth the right of the student's parents or guardian to participate in the hearing procedure; and
6. A statement of the right to be represented by counsel.

All written correspondence will be provided in English and/or interpreted in the parents' primary language.

The hearing will be conducted and a written decision will be mailed by the hearing officer to all parties within forty-five (45) days from the date of the hearing assignment, except that either party to the hearing may request a continuance. The continuance may be granted by the hearing officer upon a showing of good cause. Any continuance(s) granted by the hearing officer will extend the time for rendering a final hearing decision for a period equal to the length of the continuance(s).

The appointed hearing officer will preside at the hearing and will conduct the hearing proceedings in a manner that allows all parties the following rights:

1. The right to be accompanied and advised by counsel and by individuals with special knowledge or training relating to the problems of disabled children;
2. The right to present evidence and oral arguments;
3. The right to an electronic verbatim record of the hearing; and
4. The right to written findings of fact and a decision on the matter.

Parents involved in the hearing process will have the right to:

1. Have the student present at the hearing; and
2. Open the hearing to the public.

In cases where there are language differences, an interpreter will be provided by the school district.

The appointed hearing officer will review all relevant facts presented at the hearing and will determine whether the student's rights have been fully observed. The hearing officer will have the authority to uphold, reverse, or modify the school district's decisions or actions with regard to the:

1. Identification of the student as disabled;
2. Evaluation procedures utilized with the student, including a decision not to evaluate a student; and
3. Educational placement and/or services and accommodations recommended for or provided to the student.

#### **DECISION OF THE HEARING OFFICER**

A copy of the hearing officer's findings of fact and decision will be delivered to the school district and the parents within forty-five (45) days from the date of the assignment of the hearing officer, unless a continuance was granted.

The decision of the hearing officer is binding on all parties concerned and may be appealed to a court of competent jurisdiction.

## **RECORD OF THE HEARING**

An electronic verbatim recording of the Section 504 hearing will be on file at the school district administration office and will be available for review upon request by the parents and/or any of the involved parties.

### **Adopted:**

9-13-10

### **Legal Reference:**

29 USC Chapter 16  
34 CFR Part 104

### **Amended:**

## ADMINISTRATIVE ORGANIZATION

### Series 300

- 300 Statement of Guiding Principles
- 301 Selection of Superintendent of Schools
  - 301.1 Teacher Representation on Administrative/Supervisor Interview Committees
- 302 Duties of the Superintendent of Schools
- 303 School Board - Superintendent Relationships
- 304 School Board - Staff Relationships
- 305 Administrative Departments
- 306 Sick Leave Bank for Administrative Employees
- 307 Emergency School Closure
- 308 Evaluation of Principals

## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title Statement of Guiding Principles Code No. 300

The Superintendent of Schools shall be the executive officer of the Board of Trustees, and the administrative head of all divisions and departments of the school system. He shall be directly responsible to the Board for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

In the absence of written Board Policy the Superintendent of Schools shall be authorized to make administrative decisions necessary to the efficient operation of the schools. Such administrative decisions shall serve as Board Policy until the Board of Trustees has established a policy.

Date of Adoption:  
January 13, 1993



## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title Selection of Superintendent of Schools Code No. 301

The Board of Trustees shall employ a Superintendent of Schools for a term of one, two, or three years. The person chosen must hold the Administrative Certificate which shall entitle him to administer the duties of the office.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title Teacher Representation on Administrative/Supervisor Interview Committees

Code No. 301.1

The Teacher Association will be responsible to organize and assign teacher representatives to initial interview committees for all supervisory, administrative and superintendent positions.

1. The representation will be selected from all certified teachers.
2. The representation will be as follows:
  - a. One (1) teacher representative to an interview committee for the hiring of bus, food service, and special education supervisors.
  - b. Two (2) teacher representatives to an interview committee for the hiring of a building administrator.
  - c. Three (3) teacher representatives (one from each building) to an interview committee for the hiring of a superintendent.

The Board of Trustees will designate the remaining committee members.

Date of Application:

Legal Reference: (Code of Idaho)

May 14, 2001

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## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title Duties of the Superintendent of Schools Code No. 302

The Superintendent is the official executive officer for this school district. The board of trustees shall function in policy formation for the district and shall hold the Superintendent of Schools and his or her administrative staff responsible for policy execution.

The Superintendent shall exercise general supervision over all the schools of this district and all employees. He/She shall make assignments and transfers necessary to obtain the highest efficiency of the entire staff. The Superintendent shall be charged with the responsibility for programs for in-service training and education of all employees, both professional and nonprofessional.

He/She shall make recommendations to the Board for the appointment and discharge of all employees.

The Superintendent shall recommend a schedule of salaries of all employees to the Board for consideration. The schedule shall show maximum and minimum salaries, annual increments, and other items such as extra compensation for coaching, music, dramatics, etc.

The Superintendent shall have full authority to employ part-time and temporary substitutes for the regular employees of the district.

The Superintendent is responsible for curriculum revision and development for the district. The courses of study shall be revised and kept up to date. This is the responsibility of the Superintendent in cooperation with the professional staff. Such recommendations will be submitted to the Board for final approval.

The Superintendent shall, from time to time, attend professional conferences and conventions. His/Her expenses shall be paid, by Board approval, when he/she is attending such conferences or when he/she is on official business for the district.

The Superintendent shall make rules and regulations in routine matters not provided for in Board policy. He/she shall propose new policies to the Board of Trustees for adoption when the necessity arises.

The Superintendent shall perform such duties as the Board may direct, and all duties required by law. In the absence of specified rules, he/she shall assume authority (in accordance with state law) and act as the situation requires. Emergency authority is subject to review by the Board.

It is the responsibility of the Superintendent to interpret the objectives of the school program to the public.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title School Board-Superintendent Relationships Code No. 303

The Superintendent of Schools shall serve as the professional advisor to the Board of Trustees. He/She shall attend all meetings and take part in the discussions of the Board. He/She has no vote.

The Superintendent shall receive communications relative to school affairs and consult with individuals having business with the Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title School Board - Staff Relationships Code No. 304

The Superintendent shall transmit all communications from the Board of Trustees to the instructional staff, administrative staff, and non-instructional staff. He/She shall transmit communications from all staff members to the Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title Administrative Departments Code No. 305

Every person who serves as a Secondary, Middle School or Elementary Principal is required to hold an Administrative Certificate.

All Principals are directly responsible to the Superintendent. The Principal shall have the authority to act within the limitations of School Board policies and administrative procedures in the name of the Board of Trustees and the Superintendent with delegated authority to direct the activities of all employees assigned to his/her building. Employees will regard instructions coming from the Principal as carrying the full authority of the Superintendent and the Board of Trustees.

Principals shall keep accurate and complete records and supervise all academic and non-academic activities. He/She shall be tactful in relations with parents and the public. He/She shall aid and direct teachers, with the purpose of securing the best teaching possible. The Principals will be asked by the Superintendent or Board of Trustees to attend School Board Meetings.

Principals are responsible for all school property in their respective buildings. Principals shall hold teachers and other employees accountable for the proper care and use of school property.

The Principal shall be responsible for taking reasonable precautions to safeguard the general well-being of his/her staff and of all children in his/her school. In this connection he/she shall provide definite plans by which the staff may provide for the safety and care of children in case of fire, storm or other sudden danger to the school plant.

Each principal shall be responsible for carrying out rules providing proper maintenance and order in the building and on the grounds of his/her school.

The Principal shall observe and supervise all teachers in his or her building and make reports to the Superintendent upon request.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## ADMINISTRATIVE ORGANIZATION

### Series 300

Policy Title Sick Leave Bank for Administrative Employees Code No. 306

- A. Each administrative employee of this district may participate in the Administrative Sick Leave Bank. To participate, each employee shall contribute a prescribed number of his/her earned sick leave days as determined by the Administrative Sick Leave Bank Committee. Deposits to the Administrative Sick Leave Bank may be made from September 1<sup>st</sup> to October 15<sup>th</sup>. Deposits may be called for during the year if the bank falls below 20 days. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement.
- B. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating administrative employees upon recommendations of the Administrative Sick Leave Bank Committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring physical disability resulting from illness or injury extending beyond the administrative employee's accumulated sick leave.
- C. Application for use of the Administrative Sick Leave Bank days from the bank shall be submitted to the Administrative Sick Leave Bank committee for its recommendation. The committee shall meet within 72 hours of the request and determine the eligibility of the employee. If the committee deems necessary, it shall require proof of illness at the time of application and, from time to time, after a grant has been made.
- D. In order for an administrative employee to be eligible to apply for sick leave benefits from the Administrative Sick Leave Bank, the employee must first: (1) be a contributor to the bank, (2) have used all of his/her sick leave and paid personal days, and (3) have been absent from work due to illness or accident.
- E. For the initial year of operation, each participating employee shall contribute one (1) day of his/her accumulated sick leave days to the Administrative Sick Leave Bank. Each subsequent year of the Bank's operation, the Administrative Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. Other Sick Leave Banks within the district may contribute to this bank. The number of accumulated sick leave days an employee may contribute to the bank shall be limited to 100% of that employee's sick leave days.
- F. The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his/her current contract. In no case will the granting of leave cause an employee to receive more than his/her annual salary for that year.
- G. Bank grants to individual employees will not be carried over from one fiscal year to another; all such grants will end at the termination of the school year. If an administrative employee does not use all the days granted by the bank, the unused sick leave days will be returned to the Bank.
- H. The Administrative Sick Leave Bank Committee shall consist of two (2) members appointed by the administrative employees at a group meeting, and two (2) members appointed by the Board, excluding the superintendent. In case of a tie vote on a request, the superintendent will cast the deciding vote. The committee members shall develop and distribute rules and procedures for the orderly administration of the bank not inconsistent with the terms of this agreement. The committee shall be responsible for reporting to the district's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the bank and all other information necessary for the employee's record.



**SICK LEAVE BANK CONTRIBUTION FORM**

**ADMINISTRATIVE EMPLOYEES**

I wish to contribute \_\_\_\_\_ day/days to the Administrative Sick Leave Bank.

Name \_\_\_\_\_

Date \_\_\_\_\_

Date of Adoption:  
November 9, 1998

Legal Reference: (Code of Idaho)  
\_\_\_\_\_

## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title: Emergency School Closure

Code No. 307

The superintendent of schools is granted the power by the Board of Trustees to close schools or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety or health of the students or staff.

When such emergency closure occurs, the superintendent will bring it to the attention of the Board at the next regular meeting for approval.

Upon approval of the Board, up to eleven (11) hours of emergency school closure due to adverse weather conditions, facilities failures, severe contagious or infectious diseases and/or other unforeseen circumstances may be reduces from the annual instructional hour requirements.

If appropriate, the Board will request exemption to the required instructional hours, or the reduction thereof, from the state superintendent of public instruction for any school in the district when closure of that school for unforeseen circumstances does not affect the attendance at other district schools.

**Adopted:**

9-14-09

## ADMINISTRATIVE ORGANIZATION

Series 300

Policy Title: Evaluation of Principals

Code No. 308

### **PURPOSE OF EVALUATIONS**

The purpose for conducting administrative evaluations is to assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

### **EVALUATOR**

The superintendent or designee will be responsible for evaluating principals. All individuals responsible for appraising, observing, or evaluating certificated personnel performance will receive training in conducting observations and evaluating effective teacher performance. Such individuals will be required to demonstrate proficiency in conducting evaluations by passing an assessment approved by the Idaho State Department of Education (SDE) prior to September 1, 2018 or completing 3 credits in evaluation.

### **EVALUATION CRITERIA**

Principal evaluations will be based upon the following domains and components:

#### 1. Domain 1: School Climate

An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. An educational leader articulates and promotes high expectations for teaching and learning while responding to diverse community interest and needs.

- a. School Culture: Principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors.
- b. Communication: Principal is proactive in communicating the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
- c. Advocacy: Principal advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement.

#### 2. Domain 2: Collaborative Leadership

An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. He or she uses research and/or best practices in improving the education program.

- a. Shared Leadership: Principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.

b. Priority Management: Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.

c. Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.

d. Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.

e. Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability self and others.

### 3. Domain 3: Instructional Leadership

An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. He or she provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

a. Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.

b. Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.

c. High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.

d. Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Danielson Framework for

Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.

e. Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher effectiveness.

f. Recruitment and Retention: Principal recruits and maintains a high quality staff.

### **SOURCES OF DATA**

At least sixty-seven percent (67%) of the evaluation results will be based on Professional Practice Standards. At least one of the following will be considered in the Professional Practice portion of all principal evaluations, as determined by the district:

1. Parent/guardian input;
2. Teacher input;
3. Student input; and/or
4. Portfolios.

A portion of evaluation results in the evaluation for all administrators will consist of evaluation results based on objective measures of growth in student achievement, as determined by the district.

## **EVALUATION PROCEDURES**

To ensure that all principals are evaluated on a fair and consistent basis, each principal will be evaluated at least once annually no later than June 1 of each year.

## **COMMUNICATION OF RESULTS**

A copy of each written evaluation will be submitted to the principal within five (5) school days following the June 1st evaluation deadline. The principal will have the opportunity to attach a response to his or her evaluation within twenty-one (21) calendar days.

Administrator personnel evaluations will be considered permanent records and will be maintained in each administrator's personnel file. All evaluation records will be kept confidential as required by state and federal law. The rankings of individual certificated personnel evaluations will be reported annually to the SDE as required for state and federal reporting purposes.

## **PERSONNEL ACTIONS**

The following actions may result from the evaluation process:

1. A letter of reprimand;
2. Renewal of employment contract;
3. A period of probation;
4. Reassignment;
5. Immediate discharge;
6. Renewal of the employment contract under a continued probationary status; and/or
7. Non-renewal of employment contract.

A letter of reprimand may be issued at any time, with or without a formal evaluation, if an employee is found to be in violation of applicable legal, ethical, or professional standards. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees.

## **APPEAL**

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation. An employee who is placed on probation, immediately discharged, or not reemployed is entitled to full due process rights as outlined in Idaho Code Sections 33-513 through 33-515.

## **REMEDATION**

Employees placed on probation will receive remediation designed to provide direction and support for improved employee performance. The evaluator will work with the employee to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from probation will depend on the successful achievement of the articulated goals. During the probationary period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

## **MONITORING AND EVALUATION**

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently. The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

## **PROFESSIONAL DEVELOPMENT**

Additional training and professional development opportunities will be provided throughout the year on an as needed basis to provide principals with the tools necessary to be effective administrators.

## **COLLECTING AND USING DATA**

The district will report the rankings of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes.

## **INDIVIDUALIZED PRINCIPAL EVALUATION RATING SYSTEM**

Evaluations will be used to identify employee proficiency and record professional growth over time. Principal overall ratings will be one of four:

- a. Unsatisfactory = 1
- b. Basic = 2
- c. Proficient = 3
- d. Distinguished = 4

### **ADOPTED:**

1979

### **Legal Reference:**

### **Revised:**

3/92, 1/93

11/09, 12/11, 7/13/2015, 7/31/17, 11/15/17

## STAFF PERSONNEL

### Series 400

- 400 Statement of Guiding Principles
- 401 Selection, Transfer, Reassignment
  - 401.1 Professional Qualifications
- 402 Contracts
  - 402.1 Placement
  - 402.2 Duties and Responsibilities
  - 402.3 Supervision
  - 402.4 Certificated Employee Evaluations
  - 402.5 Professional Conduct of Instructional Personnel
- 403 Grievance Procedure
  - 403.1 Provision
- 404 Length of Working Day of Instructional Personnel
  - 404.1 Absence during Day of Instructional Personnel
- 405 Tenure of Instructional Personnel
- 406 Salary Schedule for Instructional Personnel
  - 406.1 Certificated Salary Schedule
- 407 Professional Negotiations - Instructional Personnel
- 408 Sick Leave for Instructional Personnel
  - 408.1 Pay for Substitute Teachers
  - 408.2 Professional Leave
  - 408.3 Maternity Leave for Instructional Personnel
  - 408.4 Personal Leave for Instructional Personnel
  - 408.5 Vacations and Holidays for Instructional Personnel
  - 408.6 Sick Leave Bank
  - 408.7 Bereavement Leave for Instructional Personnel

- 409 College Credit Payment for Instructional Personnel
  - 409.1 Graduate Study Leave for Instructional Personnel
- 410 Resolution Delegating Power to Superintendent to Suspend Employees
- 411 Dismissal Procedure for Instructional Personnel
  - 411.1 Teachers Holding a Renewable Contract
  - 411.2 Discharge during Contract Year - Certified Professional Employee
  - 411.3 Termination of Contracts - Instructional Personnel
  - 411.4 Certificated Employees: Informal Review Procedure
- 412 Retirement - Board Request
  - 412.1 Severance Allowance at Retirement
  - 412.2 Five Year Early Retirement Incentive Schedule
- 413 Administrative and Teaching Staff Seeking Elective Office
- 414 Non-Instructional Personnel Defined
  - 414.1 Selection of Non-Instructional Personnel
  - 414.2 Assignment of Non-Instructional Personnel
  - 414.3 Custodial
  - 414.4 Bus Drivers
  - 414.4a Drug Free Workplace Policy and Drug/Alcohol Testing Procedures
  - 414.4b Bus Drivers Conduct
  - 414.5 Building Secretaries
  - 414.6 Teacher Aide
  - 414.7 General
  - 414.8 Bereavement Policy for Non-Instructional Personnel
  - 414.9 Working Guidelines for Teaching Assistants
  - 414.10 Sick Leave Bank for Classified Employees
  - 414.11 Sick Leave for Non-Instructional Personnel
  - 414.12 Overtime / Compensatory Time for Non-Instructional Personnel
  - 414.13 Personal Leave for Non-Instructional Personnel
- 415 Alcohol and Drug Free Policy
- 416 RIF Policy Abolished 4/11 – Policy number on hold for new policy
- 417 Family and Medical Leave Act of 1993



- 418 Employee Policy on Life-Threatening Illness
  - 418.1 AIDS Policy (Acquired Immuno Deficiency Syndrome - HTLV III Viral Infections)
- 419 Sexual Harassment Policy
- 420 Workers' Compensation Benefits
- 421 Crisis Management Policy
- 422 Fruitland School District Safety Policy
- 423 Criminal History Checks for School District Employees
- 424 Extra Duty Assignments for Advisors/Coaches
  - 424.1 Extra-Curricular Committee
  - 424.2 Salary Schedule for Extracurricular Activities
  - 424.3 Extra-Curricular Summer Pay Policy
- 425 Professional Development
- 426 Computer and Network Services – Staff
  - 426.1 Employee Use of Social Media, Personal Web Sites & Employee-Student Relations
- 427 Staff Dress and Appearance
- 428 Employee Responsibilities Regarding Student Harassment, Intimidation & Bullying
- 429 Retention of District Records
- 430 Workers' Compensation Benefits

STAFF PERSONNEL

Series 400

Policy Title Statement of Guiding Principles Code No. 400

The goal of the Board of Trustees is to provide an educational program of the highest possible standards. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the Board of Trustees to recruit and retain the highest caliber of professional personnel and non-certified employees.

It shall be the policy of the Board of Trustees to encourage the continued professional preparation of all certificated personnel.

It shall be the policy of the Board of Trustees to appoint all personnel only upon the recommendation of the Superintendent of Schools.

Date of Adoption:  
January 13, 1993

## STAFF PERSONNEL

Series 400

Policy Title: Selection, Transfer, Reassignment

Code No: 401

### **Section 1: Posting Vacancies**

It is the intent of the District and Association that reasonable effort is made to provide professional employees with information regarding the establishment of new positions as well as vacancies in existing positions. Vacancies will be posted for all vacated or newly created coaching, athletic director, administrative, or certificated positions. Vacancies will be posted: in each school, through notification to the FEA president(s), and through certified e-mail distribution lists, as they occur throughout the school year. Notice of vacancies which occur when school is not in session shall be posted: at the District Office, available on the District Office telephone recording and included in any correspondence the District makes to its employees, including checks mailed during the summer. Such posting will include:

- Grade level and subject matter
- Building
- Opening date
- Closing date

All vacant positions are to be posted for in-District staff applicants and out-of-district applicants. In-District staff will have five (5) working days to submit a Notice of Interest for the vacant position. The Administrator will review all in-district Notices of Interest as outlined in Section 3 before interviews with out-of-district candidates can begin.

### **Section 2: Selection Process for In-District Applicants**

When vacant positions occur and a transfer between buildings and/or changes in teaching are available, information on vacancies will be made available to all teachers as outlined in Section 1. In-District applicants, who have submitted a Notice of Interest, will be reviewed on the basis of professional expertise; which includes competency and qualifications of the applicant (Highly Qualified as defined by the State Board of Education), length of service in the District, and other relevant factors.

In filling vacant positions, first consideration will be given to qualified employees already employed by the Fruitland School District. The Board shall consider the recommendation of the administrator before filling the vacant position.

### **Section 3: Voluntary Transfer**

Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a Notice of Interest at the District Office any time before the five (5) day posting deadline. The hiring administrator will review Notice of Interest forms and contact each teacher for a conference. Each in-district candidate will be notified if they will or will not be recommended to the Board for the vacant position. The in-district applicant may request a follow-up conference with the hiring administrator.

Teachers must notify their building administrator when they are being considered for an in-district transfer to another position in another building. Teachers are limited to one voluntary transfer per school year and are committed to that transfer for one school year at such time as the administrator notifies him/her that he/she will recommend the transfer request be approved.

### **Section 4: Involuntary Transfer**

Any certificated employee affected by an involuntary transfer shall be notified immediately. Reverse seniority shall apply for involuntary transfers among persons with appropriate certification and abilities for the assignment. The administrator will schedule a conference with the employee to discuss the reassignment and/or other options. Any certificated employee affected by an involuntary transfer shall be released by the Board from his/her contract if he/she so requests.

## **HIRING**

### **Section 1: Out of District**

When a position becomes available after all transfers have been completed, applicants considered for the position will be interviewed by a hiring committee. The administrator will make his/her recommendation to the Superintendent. Applicants will be selected by the Board of Trustees upon the recommendation of the Superintendent.

All recommended applicants must have a valid certificate or be able to obtain a valid certificate and have it on file in the District Office at the beginning of the school year. Salary could be withheld if the certificate is not on file by September 10<sup>th</sup> of the given school year, unless other arrangements with the District Office have been previously made.

ADOPTED:  
1979

REVISED:  
3-9-92  
1-13-93  
3-10-08

STAFF PERSONNEL

Series 400

Policy Title Professional Qualifications Code No. 401.1

All teachers employed by this district must hold a valid certificate for the position for which they are employed.

The responsibility for meeting requirements for a teaching certificate and keeping it continuously valid rests with the individual teacher.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Contracts Code No. 402

All teachers must sign a contract with the Board of Trustees at the time of their selection to their position in the district. Contracts will be in the form and manner prescribed by the State Board of Education and shall be for one year or for the remainder of a year.

Teachers have 15 days from the date the contract is delivered in which to sign and return it to the Board of Trustees.

Date of Adoption:  
1979  
Revised 3/9/92, 1/13/93, 7/12/93

Legal Reference: (Code of Idaho)  
33-513

STAFF PERSONNEL

Series 400

Policy Title Placement Code No. 402.1

Teachers will be assigned in their major or minor field in accordance with requirements of the State Board of Education and the Northwest Accrediting Association.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Supervision Code No. 402.3

Instructional personnel will be under the direct supervision of the building principal utilizing the Cooperative Appraisal Job Plan to include job targets and job description of the professional development plan.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



# STAFF PERSONNEL

## Series 400

Policy Title Certificated Employee Evaluations Code No. 402.4

Effective evaluation systems recognize, promote and help develop effective and successful educators. Therefore, Fruitland School District No. 373 adopts this policy for certificated staff performance evaluations to ensure that all certificated personnel are evaluated on a fair and consistent basis. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research based and aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruction.

### DEFINITIONS

“Certificated instructional employees,” also referred to as teachers, are those employees who are currently teaching in an Idaho K-12 classroom/school and hold a valid Idaho certificate.

“Certificated non-instructional employees” are those individuals who are required to hold a certificate, but do not meet the definition of instructional employees. Certificated non-instructional employees include those individuals who hold pupil personnel certificates.

“Pupil personnel certificate holders” are those individuals who serve as school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists.

“Nonrenewable contract personnel,” also referred to as annual contract employees, are those individuals who have been hired on a Category 1, Category 2 or Category 3 contract.

“Renewable contract personnel” are those certificated individuals who have been employed by this district for four (4) or more continuous years.

### PURPOSE OF EVALUATIONS

The purpose for conducting employee evaluations is to improve student achievement by supporting teacher development. Evaluations assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

### EVALUATION CRITERIA

The professional practice standards used in the evaluation model are based on Charlotte Danielson Framework for Teaching Second Edition and include:

1. Domain 1: Planning and Preparation
  - a. Demonstrating knowledge of content and pedagogy.
  - b. Demonstrating knowledge of students.
  - c. Setting instructional outcomes.
  - d. Demonstrating knowledge of resources.
  - e. Designing coherent instruction.
  - f. Designing student assessments
2. Domain 2: The Classroom Environment
  - a. Creating an environment of respect and rapport.
  - b. Establishing a culture for learning.
  - c. Managing classroom procedures.
  - d. Managing student behavior.
  - e. Organizing physical space.

3. Domain 3: Instruction and Use of Assessment
  - a. Communicating with students.
  - b. Using questions and discussion techniques.
  - c. Engaging students in learning.
  - d. Using assessment in instruction.
  - e. Demonstrating flexibility and responsiveness.
4. Domain 4: Professional Responsibilities
  - a. Reflecting on teaching.
  - b. Maintaining accurate records.
  - c. Communicating with families.
  - d. Participating in a professional community.
  - e. Growing and developing professionally.
  - f. Showing professionalism.

## **EVALUATOR**

The building principal or designee will be responsible for evaluating certificated instructional staff and pupil personnel performance. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance. Such individuals will be required to demonstrate proficiency in conducting evaluations by passing an assessment approved by the Idaho State Department of Education (SDE) prior to September 1, 2018 or by taking a 3-credit course in evaluation.

## **SOURCES OF DATA**

### **Professional Practice**

At least sixty-seven percent (67%) of the evaluation results in the evaluation for all certificated instructional employees will consist of evaluation results based on Professional Practice standards and will be aligned to the Charlotte Danielson Framework for Teaching Second Edition. The measures included within the Professional Practice portion of the evaluation will include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. If a certified employee is unavailable for two documented classroom observations, due to situations such as long term illness, late year hire, etc., one documented classroom observation is acceptable. At least one of the following will also be included as a measure to inform the Professional Practice portion of all certificated instructional employee evaluations:

1. Parent/guardian input;
2. Student input; and/or
3. Portfolios.

Measure(s) chosen will be determined by the principal or supervisor.

### **Student Achievement**

A portion of the evaluation results in the evaluation for all certificated instructional employees will consist of evaluation results based on multiple objective measures of growth in student achievement, using current and/or past years' data, and based upon research.

## **EVALUATION PROCEDURES**

All certified employees will be evaluated each year by June 1st.

Prior to the first observation, employees will be informed if their evaluator will be anyone other than the principal or immediate supervisor. Prior to the first observation, employee will be informed as to which measure will be used in the Professional Practice portion of the evaluation and which measures of student achievement will be used.

Prior to January 1, the evaluator will conduct a documented observation and provide feedback on the employee's performance for the year thus far.

At the end of the year, by June 1st, the evaluator will conduct a second observation, will provide feedback on the employee's performance for the year thus far.

### **Non-Renewable Contract Employees**

There will be a minimum of one (1) documented evaluation during each of the annual contract years of employment, which will be completed by the evaluator on or before June 1 of each year. At a minimum, the evaluation will include two (2) documented observations, one (1) of which will be completed by January 1 of each year.

### **Renewable Contract Employees**

There will be a minimum of one (1) documented evaluation conducted annually for each certificated instructional employee on a renewable contract, which will be completed by the evaluator on or before June 1 of each year. At a minimum, the evaluation will include two (2) documented observations, one (1) of which will be completed prior to January 1 of each year.

### **Certificated Non-Instructional Employees**

Evaluations will be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible.

## **COMMUNICATION OF RESULTS**

A copy of each written evaluation will be submitted to the certified employee within five (5) school days following the formal evaluation. The certified employee will have the opportunity to attach a response to his or her evaluation within twenty-one (21) calendar days.

Certificated personnel evaluations will be considered permanent records and will be maintained in each employee's personnel file. All evaluation records will be kept confidential as required by state and federal law. The rankings of individual certificated personnel evaluations will be reported annually to SDE as required for state and federal reporting purposes.

## **PERSONNEL ACTIONS**

The following actions may result from the evaluation process if determined to be appropriate:

1. A letter of reprimand;
2. Renewal of employment contract;
3. A period of probation;
4. Reassignment;
5. Immediate discharge;
6. Renewal of the employment contract under a continued probationary status; and/or
7. Non-renewal of employment contract.

A letter of reprimand may be issued at any time, with or without a formal evaluation. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees.

Nothing in this policy shall be read to impact the district's right to immediately, without an evaluation or period of probation, discipline an employee up to and including immediate discharge for reasons other than unsatisfactory performance. All actions will comply with requirements and procedures established by State law.

## **APPEAL**

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation.

An employee who is placed on probation, immediately discharged, or not reemployed is entitled to full due process rights as provided by Idaho Code Sections 33-513 through 33-515.

## **MONITORING AND EVALUATION**

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently. The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

## **PROFESSIONAL DEVELOPMENT AND TRAINING**

The district will provide ongoing training for evaluators/administrators and teachers regarding the evaluation standards, tools, and processes. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance.

## **FUNDING**

Funding will be allotted as needed for ongoing training and professional development.

## **COLLECTING AND USING DATA**

Aggregate data may be considered part of this district's and its individual schools' needs assessment in determining professional development offerings. The district will report the rankings of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes.

## **INDIVIDUALIZED TEACHER EVALUATION RATING SYSTEM**

Evaluations will be used to identify employee proficiency and record professional growth over time. The individualized teacher rating system will have a minimum of three (3) rankings used to differentiate performance of teachers and pupil personnel certificate holders including:

- a. Unsatisfactory = 1
- b. Basic = 2
- c. Proficient = 3
- d. Distinguished = 4 (optional under State law)

## **LEGAL REFERENCE:**

Idaho Code Sections

9-340, *et seq.* – Records Exempt from Disclosure

33-514 – Issuance of Annual Contracts

33-515 – Issuance of Renewable Contracts

33-518 – Employee Personnel Files

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.026 – Administrator Certificate

08.02.02.027 – Pupil Personnel Services Certificate

08.02.02.120 – Local District Evaluation Policy – Teacher and Pupil Personnel

Idaho Department of Education Guidelines found at: <http://www.sde.idaho.gov/site/teacherEval/>

## **Adopted:**

1979, 3/92, 1/93, 11/09

6/12, 12/12, 10/13, 7/13/15, 7/31/17, 11/15/17



## STAFF PERSONNEL

Series 400

Policy Title Professional Conduct of Instructional Personnel Code No. 402.5

All teachers are urged to keep acceptable standards of ethics in mind at all times. The Professional Standards Commission Code of Ethics is an excellent guide for professional conduct. Willful violation of any professional code or standard of ethics or conduct adopted by the State Board of Education is grounds for revocation of a teacher's certificate.

A valuable teacher not only gives good instructional performance, but also gets along well with colleagues, administrators, parents and pupils.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# STAFF PERSONNEL

Series 400

Policy Title: Staff Grievance Procedure

Code No: 403

A complaint is an assertion by an employee that there has been a violation, misinterpretation, or inequitable application of district policies, the negotiated agreement, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee and/or his/her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time, and at the lowest level of supervision. The employee has ten (10) working days to file a complaint after the perceived violation, misinterpretation, or inequitable application of district policies, the negotiated agreement, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee and/or his/her work.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and to come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she filed a complaint.

## **Procedures**

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site – Level One
  - a. A complaint will be presented orally and informally to the immediate administrator/supervisor (i.e. Department Head, Director, Assistant Principal, Principal). If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate administrator/supervisor. A copy of the complaint will also be submitted to the superintendent by the complainant.
  - b. Within five (5) work days of receiving the complaint, the immediate administrator/supervisor will render a decision, in writing, to the complainant and the person or persons originally involved in the complaint.
  - c. (If applicable) After receiving the decision at Step b, the complainant may appeal the decision, in writing, to the appropriate director, administrator, or administrative assistant.
  - d. The administrator/supervisor will, within five (5) workdays of receipt of the appeal, investigate and render a decision, in writing, to the Complainant, the immediate supervisor, and to the person or persons originally involved in the complaint.
2. District – Level 2
  - a. After receiving the decision at Level one (1), the complainant may appeal the decision, in writing, to the superintendent, or official designee.
  - b. The superintendent, or official designee, will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the administrator, or immediate supervisor, and to the person or persons originally involved in the complaint.
3. Advisory Committee Review – Level Three

- a. After receiving the decision at Level Two (2), the complainant may appeal the decision, in writing, to the superintendent or official designee, requesting a District Grievance Advisory Committee review. (The District Grievance Advisory Committee shall consist of four (4) district employees: 1) the superintendent, 2) one member selected by the aggrieved employee, 3) one member selected by the person the grievance is being filed against, 4) and the fourth member being selected by the original three committee members.) The superintendent will be an ex-officio non-voting member of the committee. If the superintendent is party to the original complaint, a suitable replacement will be determined by committee members.
- b. The District Grievance Advisory Committee, will, within ten (10) work days of selection, investigate and render a decision, in writing, to the complainant, and to the person or persons originally involved in the complaint.

4. Governing Board – Level Four

- a. After receiving the decision at Level Three (3), the complainant or the person or persons originally involved in the complaint may appeal the decision, in writing, to the Board of Trustees.
- b. The Board will schedule the matter for a review within twenty (20) work days following receipt of the appeal. The complainant shall have the right to present such witnesses and evidence as he/she deems necessary to develop facts pertinent to the grievance at the review.
- c. The Board will render a decision within ten (10) work days after the review and such decision will be deemed final.

ADOPTED:  
1979

REVISED:  
3-9-92  
1-13-93  
1-14-97  
3-10-08



STAFF PERSONNEL

Series 400

Policy Title Provision Code No. 403.1

When there is a problem involving a teacher and a member of the administration in one of the steps, this step may be bypassed and the problem referred to the next.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Length of Working Day of Instructional Personnel Code No. 404

Teachers are to be at school by 8:00 a.m. and back from the noon recess 5 minutes prior to class time. Teachers may leave at 3:30 p.m. in the afternoon. Teachers are assigned to hall duty or bus duty from time to time--this may require their presence earlier in the morning or later in the afternoon. Schedules for duty assignments will be published by the building principal.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 4/9/01

STAFF PERSONNEL

Series 400

Policy Title Absence During Day of Instructional Personnel Code No. 404.1

Teachers are not to leave the building during the school day without first clearing it with the Principal. No class shall be left unattended.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## STAFF PERSONNEL

Series 400

Policy Title Tenure of Instructional Personnel Code No. 405

Under the Renewable (Continuing) Contract Law, the Board of Trustees must notify all teachers under contract who are now serving in their third, or later, consecutive year in the district, on or before May 25th, whether the Board will offer them a contract for the coming year. If no notice is given, the teacher is automatically rehired. Teachers have until June 15th, to advise the Board whether or not they will accept a new contract. Contracts must be signed and returned ten (10) working days after it is issued. Such acceptance must be in written form.

Date of Adoption:  
1979  
Revised 3/9/92, 7/13/92, 1/13/93

Legal Reference (Code of Idaho)  
33-515

STAFF PERSONNEL

Series 400

Policy Title Salary Schedule for Instructional Personnel Code No. 406

The Board, along with the representative teacher organization, shall review and/or revise the salary schedule annually within the limitations of the financial capacity of the district, and the new schedule will become effective upon their approval.

The salary category is determined by the number of years of service and degree held by the teacher by September 15th of each school year; the status will be determined by the transcripts on file in the Clerk's office. The status of a teacher will not change after September 15th of each school year.

The salary will be paid in 12 equal installments on the 25th day of each month.

Copies of the current salary schedule, together with the identified benefits, are attached to this policy statement and are made part of it.

Date of Adoption:  
1979

Revised 3/9/92, 1/13/93, 7/12/93, 5/9/94, 6/3/94, 10/10/94

Legal Reference: (Code of Idaho)  
33-1219 and 33-1271 through 33-1276

STAFF PERSONNEL

Series 400

Policy Title Certificated Salary Schedule Code No. 406.1

Date of Adoption:

October 10, 1994

Revised 5-22-97, 5-21-98, 6-14-99, 6-12-00, 6-11-01, 6-10-02, 10/14/02, 6/9/03, 8/13/07, 6/14/10

## STAFF PERSONNEL

Series 400

Policy Title Professional Negotiations - Instructional Personnel Code No. 407

All communications shall be through the Superintendent of Schools to the Board of Trustees and from the Board of Trustees to the Instructional Staff.

The Board of Trustees recognizes that teaching is a profession and recognizes the teachers' rights to join or refrain from joining professional organizations.

The Board of Trustees may, on its own initiative, or shall, upon the request of a local organization, enter into a negotiation agreement with professional employees and negotiate in good faith on those matters specified in any such negotiations agreement. The local education organization must represent a majority of the professional personnel. Negotiations proceedings will be held in Executive Session upon request of either party.

Accurate records or minutes must be kept of all negotiation proceedings, and shall be available at the district offices for public inspection during normal business hours. Joint ratification of all final offers of settlement shall be made in open meetings.

The local education organization may appoint one or more of their members to represent the local organization, in which case the Superintendent or his appointee will negotiate for the Board of Trustees. In the event that the teachers hire or bring in a professional negotiator, the Board of Trustees will be free to also hire professional help to represent the Board. A teacher or representative of the teachers may meet with the Board at a regular or special meeting by arrangement with the Superintendent. All proceedings will be in accordance with State statutes.

Principals are considered to be part of management and are excluded from the teachers organization for purposes of negotiation proceedings.

Date of Adoption: 1979  
Revised 3/9/92, 1/13/93

## STAFF PERSONNEL

Series 400

Policy Title: Sick Leave for Instructional Personnel Code No. 408

All certificated employees of this district shall be entitled to sick leave with full pay of one (1) day for each month of service, as projected for the employment year. If the employee works less than full-time, but more than half time (.5) FTE the sick leave will be prorated proportionately to the time worked. Sick leave shall not be provided to those certificated employees whose contract is for one-half (.5) or less FTE. Substitute teachers shall not be entitled to sick leave unless they are working more than half of the instruction hours in a month. In no event shall the board provide compensation for unused sick leave.

It is the intent of the board that employees shall use sick leave only for illness or injury to the employee; medical provider appointments; illness of the employees' immediate family, limited to spouse, children, siblings, parents, grandparents, grandchildren, and the same relatives of the employee's spouse.

### **MEDICAL DOCUMENTATION**

The board may require proof of illness adequate to protect the district against malingering and false claim of illness. The superintendent or designee may require proof of the employee's ability to return to work following an illness or injury.

### **ACCUMULATION OF SICK LEAVE**

Unused sick leave may be accumulated from year to year, unlimited, as long as an employee remains continually in the service of this district. Accumulated sick leave from another Idaho school may be transferred to this district.

### **TERMINATION OF EMPLOYMENT**

Termination of employment shall terminate sick leave rights.

Date of Adoption: 1979

Legal Reference: Idaho Code  
33-1216; 33-1217; 33-1218

Revised 12/12/88, 9/10/90, 2/15/91, 6/6/91,  
3/9/92, 1/13/93, 6/13/94, 6/11/01, 8/9/04, 8/14/2006



STAFF PERSONNEL

Series 400

Policy Title Pay for Substitute Teachers Code No. 408.1

The Board of Trustees will set the pay scale for substitute teachers annually with no increase in the amount for extended substituting.

Date of Adoption:  
November 13, 1989  
Revised 9/10/90, 3/9/92, 1/13/93

## STAFF PERSONNEL

### Series 400

Policy Title Professional Leave Code No. 408.2

Each certified employee has two days per year for professional leave of absence for workshops, conferences, seminars and/or classes. These days will be granted if the following criteria are met:

1. A suitable substitute can be found.
2. A written request is submitted five (5) working days in advance of the requested date(s).
3. Lesson plans and substitute folders are completed and submitted to the principal one (1) working day in advance of the requested date(s).

Additional professional leave of absence without loss of pay may be granted if the following criteria are met:

1. A suitable substitute can be found.
2. A written request and explanation is submitted five (5) working days in advance of the requested date(s).
3. Lesson plans and substitute folders are completed and submitted to the principal one (1) working day in advance of the requested date(s).
4. Superintendent approval.

The Superintendent shall grant certified employees professional leave of absence days to attend meetings of the state teacher's association. The total number of these days granted for all certified employees shall not exceed ten (10) days.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 11/11/96, 6/10/02

STAFF PERSONNEL

Series 400

Policy Title Maternity Leave for Instructional Personnel Code No. 408.3

Maternity cases will be decided by the Board on the same basis as any other illness. The teacher will be expected to forfeit 1/190th of the annual salary for each day of leave over the accumulated sick leave.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## STAFF PERSONNEL

Series 400

Policy Title Personal Leave for Instructional Personnel Code No. 408.4

Certified personnel desiring personal leave are to request this leave in writing to the building principal. Teachers may be granted personal leave if a substitute is available. Personal leave for all other certified personnel will be at the discretion of the building principal.

Authorization for the leave will be given to certified personnel by the building principal. Up to five (5) days of personal leave may be taken during the year. The district will deduct the rate of a substitute teacher from the certified personnel's pay for the 4th and 5th day of leave, if used. Personal leave is not cumulative and is defined as leave to attend to matters of a personal nature.

These days of personal leave may not be used the first two weeks of school or the last two weeks of school without previous arrangement with the building principal.

At the end of the school year, certificated employees have the option to be reimbursed for unused personal days of the three (3) paid by the school district. Each reimbursable personal day will be valued at the rate of a substitute teacher. Certified employees seeking the reimbursement for unused personal days must do so, in writing, by May 15th of the school year. The reimbursement for unused personal days will be included in the certified staff's June paycheck.

Date of Adoption:

January 14, 1974

Revised 7/79, 3/92, 1/93, 7/93, 10/94, 11/96, 6/02, 3-12-12, 1-16-17, 2/13/17

STAFF PERSONNEL

Series 400

Policy Title Vacations and Holidays for Instructional Personnel Code No. 408.5

Contracts for teachers in the Fruitland School District are drawn for 190 days. Teachers are expected to attend teachers' meetings prior to the start of school; and they are expected to be available for student registration. Holidays will be determined by the Board in accordance with the requirements of state statute.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## STAFF PERSONNEL

### Series 400

**Policy Title:** Sick Leave Bank

**Code No:** 408.6

- A. Each professional employee of this district may participate in the sick leave bank. To participate, each employee shall contribute a prescribed number of his/her earned sick leave days as determined by the sick leave bank committee. Deposits to the sick leave bank may be made from September 1<sup>st</sup> to October 15<sup>th</sup>. Deposits may be called for during the year if the bank falls below 20 days. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement.
- B. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating professional employees upon recommendations of the sick leave bank committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring physical disability resulting from illness or injury extending beyond the professional employee's accumulated sick leave.
- C. Application for use of the sick leave bank days from the bank shall be submitted to the sick leave bank committee for its recommendation. The committee shall meet within 72 hours of the request and determine the eligibility of the employee. If the committee deems necessary, it shall require proof of illness at the time of application and, from time to time, after a grant has been made.
- D. In order for a professional employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first: (1) be a contributor to the bank, (2) have used all of his/her paid personal leave days, and (3) have used all of his/her sick leave or if the employee has more than 50 days of accumulated leave and has used 20 of those days; the committee may grant four (4) days for every two (2) of their own that is used.
- E. For the initial year of operation, each participating employee shall contribute one (1) day of his/her accumulated sick leave days to the sick leave bank. Each subsequent year of the bank's operation, the sick leave bank committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. The number of accumulated sick leave days an employee may contribute to the bank shall be limited to 100% of the employee's sick leave days.
- F. The maximum number of days that can be granted in any one fiscal year will be ninety (90) days. In no case will the granting of leave cause an employee to receive more than his/her annual salary for that year.
- G. Bank grants to individual employees will not be carried over from one fiscal year to another; all such grants will end at the termination of the school year. If a professional employee does not use all of the days granted by the bank, the unused sick leave days will be returned to the bank.
- H. The Sick Leave Bank Committee shall consist of two (2) members appointed by the representative teacher organization, and two (2) members appointed by the Board,

excluding the Superintendent. In case of a tie vote on a request, the Superintendent will cast the deciding vote. The committee members shall develop and distribute rules and procedures for the orderly administration of the bank not inconsistent with the terms of this agreement. The committee shall be responsible for reporting to the district's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the bank and all other information necessary for the employee's records.



SICK LEAVE BANK CONTRIBUTION FORM

I wish to contribute \_\_\_\_\_ day/days to the sick leave bank.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Adopted:**  
**10-1994**

**Revised:**  
**7-2005**  
**11-2010**

STAFF PERSONNEL

Series 400

Policy Title Bereavement Policy for Instructional Personnel Code No.  
408.7

Certified instructional personnel shall be granted leave of absence for death in the immediate family (spouse, children, brother, sister, mother, father, grandparents, grandchildren, in-laws (same members of spouse's family as listed above) not to exceed five days at any one time.

There will be no loss of pay for this leave, and it is not cumulative or deductible from sick leave or personal leave. Requests for such leave should be directed through the Principal to the Superintendent.

Date of Adoption:  
November 14, 1994

Legal Reference: (Code of Idaho)  
33-1216



STAFF PERSONNEL

Series 400

Policy Title College Credit Payment for Instructional Personnel Code No. 409

Effective July 1, 1998, the district will pay up to \$75.00 per one (1) college credit or the actual cost of the credit with a maximum of six (6) paid in five (5) years for recertification.

Proof must be provided with a receipt and a transcript in order to be reimbursed. This is renewable by the Board each year.

Date of Adoption:

December 12, 1988

Revised 6/6/91, 3/9/92, 1/13/93, 6/08/98

STAFF PERSONNEL

Series 400

Policy Title Graduate Study Leave for Instructional Personnel Code No. 409.1

Sabbatical leave may be considered on an individual basis by the Board of Trustees. The District may not guarantee a position for personnel leaving the school system for a full school term.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Resolution Delegating Power to Superintendent to Suspend Employees

Code No. 410

WHEREAS, The Board of Trustees is granted the power to suspend employees by Idaho Code Section 33-513(5);

WHEREAS, The Board is of the opinion that there are times that it is in the best interest of the District to have an employee suspended immediately by a member of the administrative staff without the necessity of waiting to take such action at a meeting of the Board of Trustees; and

WHEREAS, The Board desires to grant nonexclusive authority to the Superintendent of the District to suspend employees and to bring such matter immediately to the Board for review and action.

NOW THEREFORE, BE IT RESOLVED, That the Board of Trustees of School District No. 373 hereby grants nonexclusive authority to its Superintendent to suspend employees of the District from their employment with pay.

BE IT FURTHER RESOLVED, That upon making any suspension the Superintendent shall immediately notify the Chairperson of the Board and shall bring such matter before the entire Board at its next regular meeting (or earlier if the Board desires) together with his recommendation for disposition of the matter at which time the Board shall approve and ratify, modify or terminate said suspension.

Date of Adoption:  
May 16, 1995

Legal Reference: (Code of Idaho)  
33-513(5)

## STAFF PERSONNEL

### Series 400

Policy Title Dismissal Procedure for Instructional Personnel Code No. 411

Procedure on the question of the discharge of a teacher as prescribed in Sections 33-513 and 33-1213, Idaho Code.

Teachers who are not employed on a renewable contract will be supervised and shall have at least one (1) evaluation prior to the beginning of the second semester. When such teacher's work is found to be unsatisfactory, a probationary period may be established which shall continue until the time for reissuing of the yearly contract. The decision to place a teacher on probation may be made in executive session (notwithstanding provisions of sections 67-2344 and 67-2345, Idaho Code). A record of the decision for probation will be placed in the teacher's personnel file. This procedure does not preclude recognition of unsatisfactory work at a subsequent evaluation and the establishment of a reasonable period of probation.

In all instances, the teacher shall be notified in writing of the areas of work which are deficient and setting forth the provisions of the probation.

Until the third year of continuous service, such certified personnel will be given notice, in writing, no later than the 15th day of June, whether he/she will be re-employed. If the Board of Trustees has decided not to re-employ the certificated employee, the notice will include the reasons for the decision. The employee, upon request, will be given the opportunity for an informal review of the decision by the Board of Trustees.

Date of Adoption:  
Idaho)

1979

Revised 3/9/92, 1/13/93

Legal Reference: (Code of

33-513, 33-514, 33-1213

## STAFF PERSONNEL

### Series 400

Policy Title Teachers Holding a Renewable Contract Code No. 411.1

Upon receiving notice from the Superintendent or Principal, in writing, showing why the contract of a tenured, certificated employee should not be renewed or should be renewed at reduced salary, the Board of Trustees will give written notice to the employee of possible renewal or salary reduction. This notice will be given not later than the 1st day of April. The notice will contain the allegations as to why the contract may not be renewed and also the date for a hearing. The hearing will be held not less than 30 days, nor more than 45 days, after the receipt of the notice by the employee. The procedures for the hearing will be in accordance with those specified in section 33-513 (4), Idaho Code.

At the hearing, the Superintendent and/or Principal(s) must present evidence to substantiate the allegations contained in the notice.

The affected employee may be represented by legal council and/or a representative of a local or state teachers' association. The employee may submit evidence to refute the allegations. Any witness produced by either party will be subject to cross-examination. The Board of Trustees may also examine witnesses and be represented by council.

Within 15 days after the hearing, the Board will give its decision. If the Board finds that there is just cause not to renew the contract or to reduce the salary, the Board will state the reasons upon which it based the decision.

Date of Adoption:  
Idaho)  
1979

Revised: 3/9/92, 1/13/93

Legal Reference: (Code of

33-1213, 33-513, 33-514

## STAFF PERSONNEL

### Series 400

Policy Title Discharge During Contract Year - Certified Professional Employee  
Code No. 411.2

Under Idaho Code 33-513 (4), the Board of Trustees may suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for continued violation of any lawful rules or regulations of the Board of Trustees or for any conduct which constitutes grounds for revocation of a teaching certificate.

Idaho Code 33-513 (4) states: "No certificated professional employee, except the Superintendent, shall be discharged during a contract term except under the following procedures:

(1) The Superintendent or any other duly authorized administrative officer of the school district may recommend the discharge of any such employee by filing, with the Board of Trustees, written notice specifying alleged reasons for discharge.

(2) Upon receipt of such notice, the Board shall give the affected employee written notice of the allegations and the recommendation of discharge, along with a written notice of a hearing before the Board prior to any determination by the Board of the truth of the allegations.

(3) The hearing shall be scheduled to take place not less than six (6) days nor more than twenty-one (21) days after receipt of the notice by the employee. The date provided for the hearing may be changed by mutual consent.

(4) The hearing shall be public unless the employee requests in writing that it be in executive session.

(5) All testimony at the hearing shall be given under oath or affirmation. Any member of the Board or the clerk of the board may administer oaths to witnesses or affirmations by witnesses.

(6) The employee may be represented by legal counsel and/or by a representative of a local or state teachers' association.

(7) The Chairman of the Board or the designee of the chairman shall conduct the hearing.

(8) The Board shall cause an electronic record of the hearing to be made or shall employ a competent reporter to take stenographic or stenotype notes of all the testimony at the hearing. A transcript of the hearing shall be provided at cost by the Board upon request of the employee.

(9) At the hearing the Superintendent or other duly authorized administrative officer shall present evidence to substantiate the allegations contained in such notice.

(10) The employee may produce evidence to refute the allegations. Any witness presented by the Superintendent or by the employee shall be subject to cross-examination. The Board may also examine witnesses.

(11) The parties may file written briefs and arguments with the board within three (3) days or such other time as may be agreed on if requested by either party or the board before the close of the hearing.

(12) Within fifteen (15) days following the close of the hearing, the board shall determine and shall notify the employee in writing whether the evidence presented at the hearing established the truth of the allegations and whether the employee is to be discharged or retained.

Date of Adoption:  
Idaho)  
1979

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Legal Reference: (Code of  
33-513, 33-514

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Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Termination of Contracts - Instructional Personnel Code No. 411.3

A teacher who desires to be released from a contract shall submit, in writing, a resignation at least thirty (30) days in advance of the desired release date. Final decision for release will be made by the Board of Trustees.

In the event the contract is terminated by agreement of the parties hereto, then the teacher shall accept and receive as full compensation for all services such sum as shall be computed on the basis of 1/190th of the annual salary for each school day during which the contract has been performed.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



STAFF PERSONNEL

Series 400

Policy Title Certificated Employees: Informal Review Procedure Code No. 411.4

The district will use the following procedure when a certificated employee is entitled to an informal review procedure, but not limited to, reassignment of an administrative employee, failure to rehire a Category 3 employee, and failure to reissue a supplemental contract.

The employee must request an informal review within ten (10) days of the date notice of reassignment is mailed or hand delivered to the employee. The employee will be given an opportunity to meet with the board in executive session within fifteen (15) days of the date the request for informal review is filed and explain why he/she disagrees with the board's decision. The employee does not have the right to be represented by an attorney or a representative of the local or state teachers association, present evidence and cross-examine witnesses unless specifically agreed to by the board. The board will notify the employee, in writing, of its final decision in the matter within fifteen (15) days of the date of the informal review.

Date of Adoption:  
February 15, 2001

Legal Reference (Code of Idaho):  
33-514, 33-515, 33-515A

STAFF PERSONNEL

Series 400

Policy Title Retirement - Board Request Code No. 412

Under extenuating circumstances the board may request special retirement consideration from the Public Employees Retirement Board on behalf of any employee on renewable contract under Section 33-1212, Idaho Code, if the employee is fifty-five (55) years of age or older.

Certificated personnel shall retire from full-time teaching at the completion of the school year in which they reach the age of sixty-five (65), or if they will become 65 prior to September 1 of the next contract year.

The School Board shall reserve the right to re-employ retired teachers in the interest of the school district on a year-to-year contract basis, but not to extend beyond July 1 following the date they reach age seventy (70).

Date of Adoption:  
1979  
Revised 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)  
33-1212, 59-1316, 59-1336

STAFF PERSONNEL

Series 400

Policy Title Severance Allowance at Retirement Code No. 412.1

Upon separation from public school employment by retirement, an employee's unused sick leave shall be determined. A sum equal to 1/2 of the monetary value of unused sick leave, calculated at the rate of pay of the employee at the time of retirement, will be transferred by the school district to the public employee retirement system. This money will be credited to the employee's retirement account and shall be used to pay the premiums for such group insurance that is maintained by the (employing) school district. The determination of unused sick leave will be based on accumulated sick leave earned subsequent to July 1, 1976.

Date of Adoption:  
1979  
Revised 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)  
33-1228

STAFF PERSONNEL

Series 400

Policy Title Five Year Early Retirement Incentive Schedule Code No. 412.2

A five year early retirement incentive schedule was adopted by the Board of Trustees. To qualify for this early retirement incentive an applicant must meet the following criteria:

- (1) be a certified employee;
- (2) the certified employee must be between the ages of 55 and 60;
- (3) the certified employee who qualified and desires early retirement, must notify the Board of Trustees no later than March 1st of the year preceding retirement;
- (4) any employee (certified), who would qualify for the Retirement Rule of 90, between the years of 55 and 60, would only qualify for those years prior to meeting the Rule of 90;
- (5) and the certified employee must have at least ten (10) years of full time teaching or supervisory service in Fruitland School District #373.

The early retirement schedule is as follows:

Five Years	\$16,000.00	Age 55
Four Years	\$14,000.00	Age 56
Three Years	\$12,000.00	Age 57
Two Years	\$10,000.00	Age 58
One Year	\$7,500.00	Age 59

Date of Adoption:

January 15, 1990

Revised 3/9/92, 1/13/93, 4/12/99

## STAFF PERSONNEL

Series 400

Policy Title Administrative and Teaching Staff Seeking Elective Office Code No. 413

According to Idaho Code 67-5311, and as adopted by the State Board Policy, administrative and teaching staffs of the Idaho Public Schools and Universities and Colleges are not prohibited from seeking elective office.

The following local district policy sets forth procedure concerning the Idaho Code and State Board Policy.

1. All school days missed due to campaigning or legislative duty, said person shall have 1/190th of their annual salary withheld for each days absence.
2. Proportional amount of sick leave to be withheld, starting after the 15th day of absence.
3. District office must be notified, in writing, thirty (30) days prior to the 1st day of released time.

Date of Adoption:  
September 11, 1972  
Revised 7/9/79, 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)  
67-5311

## STAFF PERSONNEL

Series 400

Policy Title Non-Instructional Personnel Defined Code No. 414

Non-instructional personnel is defined as those persons employed by the district for maintenance of buildings, custodial services, lunchroom personnel, bus drivers, secretaries and teacher aides. Job descriptions for all non-instructional personnel are on file at the District Office.

Non-instructional positions shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in the following job descriptions shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The Board of Trustees gives the Superintendent authority to terminate an 'at will' employee.

Date of Adoption:

1979

Revised 11/12/90, 3/9/92, 1/13/93, 8/14/95, 4/9/01

STAFF PERSONNEL

Series 400

Policy Title Selection of Non-Instructional Personnel Code No. 414.1

Non-instructional personnel will be employed by the Board of Trustees upon recommendation of the Superintendent.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

STAFF PERSONNEL

Series 400

Policy Title Assignment of Non-Instructional Personnel Code No. 414.2

Non-instructional personnel will be assigned by the Superintendent in accordance with the needs of the district.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



## STAFF PERSONNEL

### Series 400

Policy Title Custodial Code No. 414.3

Each custodian (high school, middle school and grade school) is responsible for the maintenance, repair and care of his/her building. The custodians are under the supervision of the Head Custodian and the Superintendent of Schools, but must work closely with their building principal.

Custodians are employed for twelve months. The custodians will ordinarily work an eight-hour day. However, he/she may be required to perform extra services at night when the building is in use. Extra compensation will be given when extra activities require custodial service.

The hourly rate for custodians is set by the Board of Trustees in accordance with State and Federal labor laws, and will be reviewed annually.

Custodians are given one day of sick leave for each month of service. Accumulation of sick leave days is unlimited. The Board of Trustees may require proof of illness adequate to protect the district against malingering and false claim of illness.

Custodians will receive holidays as determined by the Superintendent and Board of Trustees. After one year of employment, ten working days (two weeks) vacation will be granted annually. After ten years of employment, fifteen working days (three weeks) vacation will be granted annually. Vacation days are not accumulative and must be used by June 30th of each year or they will be lost. Prior approval from the Head Custodian is required for vacation.

Date of Adoption:  
May 14, 1979

Legal Reference: (Code of Idaho)  
33-1216; 33-1217; 33-1218

Revised 11/11/85, 12/12/88, 9/10/90, 2/15/91, 6/6/91, 3/9/92, 1/13/93, 8/9/93, 2/14/94, 6/13/94,  
6/11/01

STAFF PERSONNEL

Series 400

Policy Title Bus Drivers Code No. 414.4

Bus drivers are employed by the Board of Trustees upon recommendation of the Transportation Supervisor and Superintendent.

Each driver must obtain necessary license and present the health certificate required by the State of Idaho.

Bus drivers are employed for the nine (9) months that school is in session. Drivers will be assigned a regular route and, in addition, will drive for extracurricular activities according to the schedule prepared by the Transportation Supervisor.

Bus drivers will make a daily count of students hauled and turn in a report weekly to the office of the Superintendent.

The driver is responsible for maintaining discipline on his/her bus at all times. Disciplinary cases that cannot be handled in a routine manner first will be reported to the Transportation Supervisor, then, if necessary to the Principal or Superintendent.

Bus drivers shall adhere to all regulations of the Idaho State Transportation Manual.

A transportation policy is on file at the district office.

Date of Adoption:

1979

Revised 2/15/91, 3/9/92, 1/13/93

## STAFF PERSONNEL

### Series 400

Policy Title: Drug/Alcohol Testing for Bus Drivers

Code No.: 414.4a

This district has an interest in establishing a work environment free from the influence of drugs and alcohol for the benefit of its drivers, students and the public. This policy is adopted to ensure that the district's transportation drivers are free from the effects of drugs and alcohol while at work or on district business. Questions pertaining to this policy will be directed to the superintendent or his or her designee.

#### DEFINITIONS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Alcohol use: The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Alcohol screening test: An analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Confirmation test: A second test, following a screening test with a result of point zero two (0.02) or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, confirmation test means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Driver: Any person operating a school bus owned or operated by the district. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

Safety-sensitive function: Any activity by a bus driver during any period in which he/she is actually performing, ready to perform, or immediately available to perform bus driving duties.

Refusal to submit to a test means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation;
2. Fails to provide adequate urine without a valid medical explanation;
3. Engages in conduct that clearly obstructs the testing process.



## PROHIBITIONS

A bus driver for this district will not:

1. Report to duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of point zero four (0.04) or greater.
2. Be on duty or operate a school bus while in possession of alcohol.
3. Use alcohol while performing safety-sensitive functions.
4. Perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use alcohol for eight (8) hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. Refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test.
7. Report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a school bus.
8. Report for duty, remain on duty, or perform a safety-sensitive function if he/she tests positive for controlled substances.

## REQUIRED TESTING

### Pre-employment Testing

Prior to performing any safety-sensitive functions, a bus driver will undergo testing for alcohol and controlled substances. The test results from the pre-employment testing must show an alcohol concentration of less than point zero four (0.04), and a controlled substances test result indicating a verified negative result before a bus driver will be allowed to operate a school bus.

### Baseline Testing

This district requires all bus drivers to submit to testing for the presence of alcohol and/or controlled substances within thirty (30) days after the effective date of this policy.

### Post-accident Testing

As soon as practicable following an accident involving a school bus, the bus driver operating the bus involved in the accident will be tested for alcohol and controlled substances if:

1. The accident involved the loss of human life;
2. Personal injury to another person required medical treatment away from the scene of the accident;
3. The bus driver incurred an injury;
4. Damage to property owned by the school district or a third party is estimated to exceed one thousand dollars (\$1,000); or
5. The bus driver received a citation for a moving traffic violation arising from the accident.

A bus driver involved in a work-related accident requiring medical attention will inform his or her supervisor as soon as possible after the accident. Any needed alcohol or controlled substances tests may be promptly conducted in conjunction with his or her medical treatment. A bus driver who is injured in a work-related accident and is unable to provide a specimen for testing will authorize the release of relevant hospital reports or other documentation indicating the presence, or lack of, alcohol or controlled substances at the time of the accident.

A bus driver subject to post-accident testing will remain readily available for such testing or may be deemed by the school district to have refused to submit to testing.

A post-accident test for alcohol will be administered within two (2) hours following the accident if possible. No test for alcohol will be administered after eight (8) hours following the accident. A post-accident controlled substance test will be administered within thirty-two (32) hours following the accident.

If it is determined by the district's administration that a bus driver's accident was caused solely by unsafe conditions or by the actions of a third party, the school district reserves the right to waive post-accident testing unless the accident involved the loss of human life or the bus driver received a citation for a moving traffic violation arising from the accident.

### Random Testing

A random test is a test that is unannounced and results in every bus driver having an equal chance of being selected for testing at any given time. The random selection method used by this district will consist of placing all drivers' names into a hat and a name will be pulled out at intervals chosen by the superintendent or his or her designee. Such random testing may result in a driver being tested more than once a year.

The minimum annual percentage rate for random alcohol testing will be twenty-five (25) percent of the average number of bus driver positions. The minimum annual percentage rate for random controlled substances testing will be fifty (50) percent of the average number of bus driver

positions. The minimum annual percentage rates set forth may change based upon the Federal Highway Administration's yearly minimum annual percentage rates.

Each bus driver notified that he/she has been selected for random alcohol and/or controlled substances testing will immediately go to the testing site; provided, however, that if the bus driver is performing a safety-sensitive function at the time of the notification, the driver will proceed to the testing site as soon as possible.

A bus driver will only be tested for alcohol while the driver is performing safety-sensitive functions, just before the bus driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

### Reasonable Suspicion Testing

A bus driver will be required to submit to an alcohol test and/or a controlled substances test when the district has reasonable suspicion to believe that the bus driver has violated this policy. The district's determination that reasonable suspicion exists to require the bus driver to undergo an alcohol and/or controlled substances test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the bus driver.

Such observations will be made by a supervisor or district official having received a minimum of sixty (60) minutes of training on alcohol misuse and a minimum of sixty (60) minutes of training on controlled substance use. Said training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The individual making the determination that reasonable suspicion exists will not conduct such tests.

A reasonable suspicion alcohol test is authorized only if the observations are made during, just preceding, or just after the period of the workday that the bus driver is required to be in compliance with this policy. No adverse employment action will be taken against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

### DRUG TESTING PROCEDURES

The drug testing procedures will include, but not be limited to, the following controlled substances:

1. Cocaine;
2. Marijuana;
3. Opiates;
4. Amphetamines; and
5. Phencyclidine.

Urine samples collected under this policy will not be used to conduct any other analysis or test.

The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, and will carefully ensure the modesty and privacy of the driver, and will avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.

If, during the specimen collection process, the collection site person detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided both will be tested. If the driver refuses to provide a second specimen the district will be so informed. Such conduct will be considered equivalent to testing positive and will result in an applicant not being offered employment with the district. A bus driver will have his or her employment with this district terminated in such a circumstance.

The entity or person(s) designated by this district to perform alcohol testing procedures and/or the specimen collection and analysis will strictly follow the Department of Transportation's rules, provide the necessary qualified personnel, protect the integrity of the testing processes, safeguard the validity of the test results, maintain the strict confidentiality of the testing and test results with disclosure only to the employer and the employee, and ensure that those results are attributed to the correct driver.

## RETENTION OF RECORDS

The following records will be retained for five (5) years:

1. Records of driver alcohol test results indicating an alcohol concentration of point zero two (0.02) or greater;
2. Records of driver verified positive controlled substances test results;
3. Documentation of refusals to take required alcohol and/or controlled substances tests;
4. Calibration documentation;
5. Driver evaluation and referrals; and
6. A copy of each annual calendar year summary.

The following records will be retained for two (2) years:

1. Records related to the alcohol and controlled substances collection process; and
2. All training records.

The following records will be retained for one (1) year:



1. Records of negative and canceled controlled substances test results; and
2. Alcohol test results with a concentration of less than point zero two (0.02).

### **CONFIDENTIALITY OF RECORDS**

This district will not release bus driver information compiled pursuant to this policy except in the following circumstances:

1. A bus driver, upon written request, is entitled to receive copies of any records pertaining to the driver's use of alcohol or controlled substances, including records of test results.
2. Results of all bus driver alcohol and/or controlled substances testing will be provided at the request of the Secretary of Transportation (DOT), any DOT agency, or any State or local officials with regulatory authority over the district or any of its bus drivers.
3. Records may be used in a lawsuit, grievance, worker's compensation claim, unemployment compensation, or other proceeding initiated by or on behalf of a bus driver, and arising from the results of an alcohol and/or controlled substance test administered under this policy.
4. Records will be made available to a subsequent employer or other identified person upon receipt of a written request from a bus driver. The release of information is permitted only in accordance with the terms of an employee's consent.

### **NOTIFICATION OF TEST RESULTS**

This district will notify a bus driver of the results of a pre-employment controlled substances test if the bus driver requests the results within sixty (60) calendar days of being notified of the disposition of the employment application.

This district will notify a bus driver of the results of random, reasonable suspicion, and post-accident tests for controlled substances if the test results are verified positive. The employee will also be informed which controlled substance or substances were verified as positive.

In those instances where the medical review officer has been unable to contact the driver to discuss the results of a controlled substances test, the superintendent or designee will make reasonable efforts to contact and discuss the test results with the individual, regardless of employment status. The superintendent or designee will request that the individual contact the medical review officer within twenty-four (24) hours, and will also inform the medical review officer of such notification.

Each driver who has engaged in conduct which violates this policy will be advised of the resources available to the driver in evaluating and resolving the problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Each driver who engages in conduct which violates this policy will be evaluated by a substance abuse professional, at the driver's own expense, who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

#### SELF-REFERRAL

All bus drivers employed by this district who may consider themselves alcohol or controlled substances dependent will be encouraged to obtain an evaluation by a licensed substance abuse professional and seek treatment, if so recommended. This district will provide informational assistance in locating professional substance abuse counseling to any driver requesting such assistance.

Bus drivers undergoing alcohol or controlled substances rehabilitation will do so at their own expense (other than those expenses covered by the district's insurance program), on their own time, or during an unpaid leave of absence approved by the district prior to taking the leave.

Any bus driver who demonstrates successful progress or completion of a recommended course of treatment may return to work only after passing an alcohol and/or controlled substances test at the driver's expense. Any such driver will be expected to comply with all aspects of this policy.

#### POLICY VIOLATION CONSEQUENCES

Any individual who tests positive in the pre-employment test for alcohol (point zero four (0.04) or higher) or controlled substances will not be offered employment with this district. Any bus driver who tests positive for alcohol (point zero four (0.04) or higher) or controlled substances will have his or her employment with this district terminated.

No driver tested under this policy who is found to have an alcohol concentration of point zero two (0.02) or greater, but less than point zero four (0.04), will perform or continue to perform safety-sensitive functions for this district, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. No action will be taken under this policy against a driver based solely on test results showing an alcohol concentration less than point zero four (0.04).

The possession, use, purchase, or distribution of alcohol or controlled substances by a bus driver in a district vehicle, on district property, or during work hours is prohibited. Any bus driver who violates this prohibition will have his or her employment with this district terminated.

A bus driver's off-the-job illegal use, manufacture, purchases, possession, or distribution of controlled substances, drug paraphernalia, or illegal use of alcohol resulting in criminal charges against the driver will result in the driver being requested to submit to alcohol and/or controlled substances testing. If the tests are positive, the driver will fall within the provisions of this policy. If a bus driver is convicted of the above-stated offense, the driver will have his or her employment with this district terminated.

Any driver who refuses to be tested, or fails to release or provide information as required by this policy, will have his or her employment with this district terminated.

## CONCLUSION

The terms of this Transportation Workplace Alcohol and Drug Testing Program are intended to achieve a work environment where bus drivers are free from the effects of alcohol and/or controlled substances. The provisions of this policy may be revised as necessary. This district anticipates that by implementing the provisions of this policy, its drivers will enjoy the benefits of working in a safer and more productive environment.

Further information is available from the superintendent or designee concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem of a driver or a coworker; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

Date of Adoption:  
**October 9, 2006**

Legal Reference: (Code of Idaho)  
72-1701, et seq.

## STAFF PERSONNEL

Series 400

Policy Title: Bus Drivers Conduct

Code No.: 414.4b

All school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and will at all times observe all policies set forth in the Pupil Transportation, Responsibilities, and Operations Manual.

## REPORTS OF MISCONDUCT

In the event an individual reports to the superintendent or designee that he/she observed a bus driver engage in misconduct while driving a school bus and which would reasonably pose a threat to the safety of students and the public, the situation will be immediately assessed. If it is determined that a safety risk exists, appropriate action will be taken by the district, which may

include immediate suspension and an immediate referral to local law enforcement to assure the safety of passengers on the bus and the public.

If the report of misconduct involves allegations that appear to involve drug or alcohol use by the bus driver, the bus driver's supervisor or other trained district official will, as soon as possible, determine whether or not reasonable suspicion exists to require testing for drug or alcohol use pursuant to policy 744, Bus Driver Drug and Alcohol Testing Program.

**ADOPTED: October 9, 2006**

**LEGAL REFERENCE:**

Pupil Transportation & Responsibilities & Operations Manual, Idaho State Dept. of Education.

STAFF PERSONNEL

Series 400

Policy Title Building Secretaries Code No. 414.5

Secretaries are employed by the Board of Trustees upon recommendation of the Superintendent.

All secretaries must be high school graduates. Specific qualifications shall be listed by the Superintendent.

Secretaries are required to work 8 hours per day, Monday through Friday. Work hours will be determined by the respective building principal. Employment is for a period of 205 days.

Sick leave for secretaries will be one day per month employed. Accumulation of sick leave days is unlimited. The Board of Trustees may require proof of illness adequate to protect the district against malingering and false claim of illness.

Secretaries will be granted all legal holidays observed by the district.

Date of Adoption:  
May 14, 1979

Legal Reference: (Code of Idaho)  
33-1216; 33-1217; 33-1218

Revised 11/11/85, 12/12/88, 9/10/90, 2/15/91, 6/6/91, 3/9/92, 1/13/93, 6/13/94, 5/14/01, 6/11/01

STAFF PERSONNEL

Series 400

Policy Title Teacher Aide Code No. 414.6

Teacher Aides are employed by the Board of Trustees upon recommendation of the Superintendent.

All aides must be high school graduates. Specific qualifications shall be listed by the Superintendent.

Hours will be 8:00 a.m. to 3:30 p.m. five days a week. Employment is for a period of 180 days.

Sick leave for aides will be nine (9) days a year. Accumulation of sick leave days is unlimited. The Board of Trustees may require proof of illness adequate to protect the district against malingering and false claim of illness.

Teacher Aides will be granted all legal holidays observed by the district.

Date of Adoption:  
May 14, 1979

Legal Reference: (Code of Idaho)  
33-1216; 33-1217; 33-1218

Revised 11/11/85, 12/12/88, 9/10/90, 2/15/91, 6/6/91, 3/9/92, 1/13/93, 6/13/94, 5/14/01, 6/11/01

STAFF PERSONNEL

Series 400

Policy Title General Code No. 414.7

All employees are covered by compensation insurance under the state insurance fund. If you are injured on the job, report the injury to your supervisor immediately. A workman's compensation report must be filed at the district office within ten (10) days after the accident occurs.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 12/14/93, 2/14/94

Legal Reference: (Code of Idaho)

STAFF PERSONNEL

Series 400

Policy Title Bereavement Policy for Non-Instructional Personnel Code No. 414.8

Non-Instructional personnel shall be granted leave of absence for death in the immediate family (spouse, children, brother, sister, mother, father, grandparents, grandchildren, in-laws (same members of spouse's family as listed above) not to exceed five days at any one time.

There will be no loss of pay for this leave, and it is not cumulative or deductible from sick leave. Requests for such leave should be directed through the Principal to the Superintendent.

Date of Adoption:  
November 14, 1994

Legal Reference: (Code of Idaho)  
33-1216



## STAFF PERSONNEL

Series 400

Policy Title Working Guidelines for Teaching Assistants Code No. 414.9

### **WORKDAY:**

- a. Classified staff members are paid for a seven hour workday unless otherwise specified on their District Work Agreement.
- b. The classified employee's workday mirrors the "Contract Day" for certified employees.
- c. Under the existing contract, the certified employees' contract day is from 8:15 a.m. to 3:30 p.m.
- d. Classified employees are granted a 30 minute lunch break each day.
- e. On scheduled "early release days" to allow teachers extra non-instructional time such as Parent-Teacher Conferences, Curriculum Planning Days, and time for working on grades, classified employees must stay until 3:30 p.m. (3:00 p.m. on Fridays). On scheduled "early release days" for vacations, classified employees may leave as soon as students have left the building, unless they have late bus duty.
- f. "Non Student Contact Days" (District In-Service Days or Workdays) are paid days for all employees and attendance is required.

\*Classified employees in the Fruitland School District are typically paid for a seven hour day. The specified work day, without extra duties, is six (6) hours and forty-five (45) minutes long. Extra duties will make up for the discrepancies in hours.

### **DUTIES:**

- a. Duties are assigned by the building administrator or administration.
- b. All classified employees may be asked or expected to perform student supervision duties.
- c. Duties are defined as those times when student supervision is required outside the regular classroom setting.
- d. Morning duties start at 7:30 a.m. in the lunchroom and 7:50 a.m. for outside duty. Both duties last until classes start (first bell). **(Middle School)**
- e. After-school bus duty may last until the last bus transporting students home leaves the school grounds.
- f. Duty schedules are made up for each month and distributed to all affected staff members.
- g. Duties may be traded among staff members by mutual consent of all affected parties.

Date of Adoption:

May 11, 1998

Revised 12/13/99, 11/8/99

Legal Reference: (Code of Idaho)

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## STAFF PERSONNEL

Series 400

Policy Title: Sick Leave Bank for Classified Employees Code No. 414.10

- A. Each classified employee of this district may participate in the Classified Employee's Sick Leave Bank. To participate, each employee shall contribute a proscribed number of his/her earned sick leave days as determined by the Classified Employee's Sick Leave Bank Committee. Deposits to the Classified Employee's Sick Leave Bank may be made from September 1<sup>st</sup> to October 15<sup>th</sup>. Deposits may be called for during the year if the bank falls below 20 days. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement.
- B. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating classified employees upon recommendations of the Classified Employee's Sick Leave Bank Committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring physical disability resulting from illness or injury extending beyond the non-instructional employee's accumulated sick leave.
- C. Application for use of the Classified Sick Leave Bank days from the bank shall be submitted to the Classified Sick Leave Bank committee for its recommendation. The committee shall meet within 72 hours of the request and determine the eligibility of the employee. If the committee deems necessary, it shall require proof of illness at the time of application and, from time to time, after a grant has been made.
- D. In order for a classified employee to be eligible to apply for sick leave benefits from the Classified Sick Leave Bank, the employee must first: (1) be a contributor to the bank; **(2) have used all of his/her sick leave days, personal leave day and vacation days**; (3) been employed for at least one full year, and (4) have been absent from work due to illness or accident.
- E. For the initial year of operations, each participating employee shall contribute one (1) day of his/her accumulated sick leave days to the Sick Leave Bank. Each subsequent year of the Bank's operation, the Classified Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. Other Sick Leave Banks within the district may contribute to this bank. The number of accumulated sick leave days an employee may contribute to the bank shall be limited to 100% of that employee's sick leave days.
- F. The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his/her current contract. In no case will the granting of leave cause an employee to receive more than his/her annual salary for that year.
- G. Bank grants to individual employees will not be carried over from one fiscal year to another; all such grants will end at the termination of the school year. If a classified employee does not use all the days granted by the bank, the unused sick leave days will be returned to the Bank.

- H. The Classified Sick Leave Bank Committee shall consist of **three (3) members (one from each school)** appointed by the non-instructional employees at a group meeting, and **three (3) members** (two (2) board members and one (1) administrator) appointed by the Board, excluding the superintendent. In case of a tie vote on a request, the superintendent will cast the deciding vote. The committee members shall develop and distribute rules and procedures for the orderly administration of the bank not inconsistent with the terms of this agreement. The committee shall be responsible for reporting to the district's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the bank and all other information necessary for the employee's record.

SICK LEAVE BANK CONTRIBUTION FORM

CLASSIFIED EMPLOYEES

I wish to contribute \_\_\_\_\_ day/days to the Classified Employee's Sick Leave Bank.

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

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

Signature: \_\_\_\_\_

Date of Adoption:

November 9, 1998

Revised: 2/7/2002, 8/9/2004, 7/14/2014

Legal Reference: (Code of Idaho)

\_\_\_\_\_

STAFF PERSONNEL

Series 400

Policy Title Sick Leave for Non-Instructional Personnel Code No. 414.11

In accordance with Idaho Code 33-1216, non-instructional employees are entitled to sick leave with full pay in the amount of one day per month of service, or major portion thereof, as projected for the employment year. Accumulation of sick leave days is unlimited, so long as the employee remains continuously employed with the district.

Employees working less than full-time shall be entitled to sick leave proportional to the FTE. Casual employees, such as substitute teachers, who are not regularly scheduled to work but are employed on an "as-needed" basis, will not receive sick leave.

It is the intent of the board that employees will use sick leave only for illness or injury to the employee; medical provider appointments; illness of the employee's immediate family (spouse, children, siblings, parents, grandparents, grandchildren, and the same members of the spouse's family).

In the event an employee does not have available sick leave and is requesting time off for the above reasons, the employee may use personal leave, accrued compensatory time, or leave without pay.

The district shall have the right, at the superintendent's discretion, to require that the employee provide proof of illness or injury adequate to protect the district against malingering and false claims.

Date of Adoption:

Legal Reference: (Code of Idaho)

1979

33-1216, 33-1217, 33-1218

Revised 12/12/88, 9/10/90, 2/15/91, 6/6/91, 3/9/92, 1/13/93, 6/13/94, 11/8/99, 6/11/01

STAFF PERSONNEL

Series 400

Policy Title Overtime / Compensatory Time for Non-Instructional Personnel Code No. 414.12

**HOURS OF WORK AND OVERTIME**

The normal workweek and hours may differ within the District. From time to time, circumstances may require that the employee work in excess of forty (40) hours during the workweek. Each non-exempt employee will be paid time and one-half (1 ½) the regular rate for hours worked in excess of forty (40) hours per week. **The supervisor must approve overtime in advance. Unauthorized overtime may be subject to disciplinary action up to and including termination.**

According to the federal Fair Labor Standards Act (FSLA), only actual hours worked are computed for purposes of determining hours worked for overtime calculation. It is not necessary to count vacation time, sick time, holiday time or any other time for which you are compensated but do not actually perform work when computing hours worked in a work week.

The supervisor must do any change in an employee's daily schedule.

**COMPENSATORY TIME**

The District does not grant compensatory time to employees. Compensatory time is defined as: 'time off granted to an employee during one pay period in consideration for time worked and "banked" in another pay period.'

Date of Adoption:

Legal Reference: (Code of Idaho)

November 8, 1999,

Revised: 1/14/02

## STAFF PERSONNEL

Series 400

**Policy Title:** Personal Leave for Non-Instructional Personnel

**Code No:** 414.13

Full-time non-instructional employees are given two days of “personal leave” per year. Employees working less than full-time shall be entitled to personal leave proportional to their FTE. Personal leave is defined as leave to attend to matters of a personal nature.

Unused personal leave days may not be carried over to the following year and are not allowed to accumulate.

Personal leave days may be used with the prior approval of the building principal. These days of personal leave may not be used the first two weeks of school and the last two weeks of school without previous arrangement with the building principal.

At the end of the school year, non-instructional personnel have the option to be reimbursed for unused personal leave. Each day will be valued at the rate of a substitute teacher. Non-instructional personnel seeking reimbursement for unused personal days must do so, in writing, by May 15th of the school year. The reimbursement for unused personal days will be included in the June paycheck.

Upon separation of employment from the Fruitland School District, personal days shall be forfeited and shall not be paid.

**Adopted:**

11/99

**Legal Reference:**

**Revised:**

6/03, 9/04, 7/13/09, 6/7/15, 2/13/17

## STAFF PERSONNEL

Series 400

Policy Title Alcohol and Drug Free Policy Code No. 415

Purpose: The Fruitland School District No. 373 recognizes that the use of illegal substances is a very serious problem with physical, emotional, social and legal implications. The primary concern is the effect of illegal alcohol and drug abuse, including tobacco.

Policy: It is the policy of the Fruitland School District that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in the workplace. It is a condition of employment and student enrollment that employees and students comply with this policy.

Procedure: In keeping with the Fruitland School District's commitment to provide an alcohol and drug free workplace, including tobacco, for its employees and students, the Fruitland School District shall investigate and take remedial action whenever there is reason to believe that the unlawful manufacture, distribution, dispersing, possession, or use of illegal substance, tobacco or alcohol is present.

If a violation has taken place, disciplinary action against the offending employee or student will follow. Appropriate action may include up to and including termination, and/or student dismissal.

Decisions associated with retention of an offending employee or student would include satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Any employee or student who is made aware of or suspects a prohibited incident is taking place shall report the matter to his/her supervisor. This matter will not be discussed with coworkers or persons not directly responsible for investigating the situation.

### ***Violations of Criminal Drug or Alcohol Statutes Convictions***

As required by Federal law, employees and students must notify their immediate supervisor of any criminal alcohol, tobacco or drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Employees or students who are convicted under any criminal alcohol, tobacco or drug statute for a violation not occurring in the workplace or institution are also subject to disciplinary action, up to and including dismissal.

This policy complies with the requirements of P.L. 100-690 Title V, Section 1515.

Effective Date: This policy shall be effective August 13, 1990.

Date of Adoption:  
August 13, 1990  
Revised 3/9/92, 1/13/93, 7/12/93

Legal Reference: (Code of Idaho)



Series 400

Policy Title \_\_\_\_\_ Code No. 416 \_\_\_\_\_

Date of Adoption : Legal Reference: (Code of Idaho)

## STAFF PERSONNEL

Series 400

Policy Title: Family and Medical Leave Act of 1993 Code No. 417

All eligible employees of this district may take leave as provided by the FMLA. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave during a twelve-month (12-month) period for specified family and medical reasons.

An eligible employee is defined as an individual who:

1. Has been employed by the district for at least twelve (12) months; and
2. Has been employed for at least one thousand two hundred fifty (1,250) hours of service during the twelve-month (12-month) period immediately preceding the commencement of the leave; and
3. Is employed at a worksite where fifty (50) or more employees are employed by the district within seventy-five (75) miles of the worksite.
4. For the purpose of determining eligibility for FMLA, the Fruitland School District will calculate the "twelve-month (12 month) period immediately preceding the commencement of the leave" as the calendar year.

### **BASIS FOR TAKING FMLA**

FMLA leave may be taken by an employee for any of the following reasons:

- To care for the employee's child after birth or placement of a child with the employee for adoption or foster care;
  - If both spouses work for the district, they are jointly entitled to a combined total of twelve (12) weeks of unpaid leave for the birth or adoption of a child or children;
- To provide care for the employee's spouse, child, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **HEALTH INSURANCE**

The district shall maintain the same group health insurance during an employee's FMLA leave. However, if an employee fails to return to work at the end of the twelve (12)-week period of leave for reasons other than a continuation of the serious health condition, a family member's serious health condition, or another reason beyond the control of the employee, the district may recover those premiums under certain circumstances. If the employee is responsible for payment of a portion of the health insurance premium prior to the FMLA leave, that financial responsibility shall continue during the period of FMLA leave.

### **DEFINITIONS**

“Child (son or daughter)” includes biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing *in loco parentis* (in place of parent). The child must be either under 18 years of age or, it over 18, incapable of self-care because of a mental or physical disability.

“Parent” includes a biological parent (not parent-in-law) or someone who stood *in loco parentis* when the employee was a child.

“Spouse” is a husband or wife, including a common-law husband or wife, but does not include a “significant other” or “domestic partner.”

“Serious health condition” is a condition that involves either in-patient care or “continued treatment” by a health care provider.

“Continued treatment” includes:

1. Any three (3)-day period of incapacity that involves: (a) at least two (2) visits to a health care provider; or (b) a regimen of continued treatment under a health care provider’s supervision;
2. Any period of incapacity due to pregnancy (including severe morning sickness), even if no treatment is obtained for prenatal care;
3. Any period of incapacity due to a chronic medical condition, such as asthma, diabetes, or epilepsy, even if no treatment is obtained;
4. Any period of absence to receive multiple treatments for restorative surgery or a serious illness such as cancer, severe arthritis, or kidney disease; or
5. Any permanent or long-term incapacity (e.g., Alzheimer’s or severe stroke), even if no treatment is being provided.

Any accrued paid leave used by an employee for absences which qualify for FMLA coverage will be counted as FMLA leave, unless the district determines otherwise.

The district will comply with the mandates of FMLA, including any special rules which may apply regarding the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of an academic term by instructional employees. Exhibits A and B set forth employees’ rights under this Act.

This district will post a notice approved by the Secretary of Labor explaining the rights and responsibilities under FMLA at the district offices.

Date Adopted: September 13, 1993

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Revised: August 9, 2004

Legal Reference:

Idaho Code Section 33-1216  
Family and Medical Leave Act of 1993  
29 USC2654 & 29 CFR 825

STAFF PERSONNEL

Series 400

Policy Title Employee Policy on Life-Threatening Illness Code No. 418

The Fruitland School District recognizes that employees with life-threatening illnesses including, but not limited to, cancer, heart disease, and AIDS, may desire to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to perform essential job functions and medical evidence indicates that their conditions are not a direct threat to themselves or others, they will be encouraged to continue to work.

Date of Adoption:  
February 14, 1994

## STAFF PERSONNEL

Series 400

Policy Title AIDS Policy (Acquired Immuno Deficiency Syndrome - HTLV III Viral Infections)

Code No. 418.1

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

The determination of whether an infected employee (student) shall be permitted to work or associate with other school employees or students in the Fruitland School District shall be recommended by an evaluation team on a case by case basis to the Board of Trustees. The Board of Trustees shall consider the evaluation teams' recommendation and make a final non-precedential determination. The evaluation team shall be composed of public health personnel, the employee's physician, the employee's family, school district counsel, and appropriate school personnel as determined by the Board of Trustees. In making this recommendation, the team shall consider in each case: (1) the behavior, neurological development, and physical condition of the employee; (2) the expected type of interaction with others in the school setting; and (3) the risks and benefits to both the infected individual and others in the school setting.

Date of Adoption:

October 19, 1987

Revised 3/9/92, 1/13/93, 2/14/94

## STAFF PERSONNEL

Series 400

Policy Title Sexual Harassment Policy Code No. 419

### I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended.

It is the policy of Fruitland Public Schools to maintain a learning and working environment that is free from sexual harassment. The Fruitland Public Schools prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Fruitland School District Number 373 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

### II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual favors or activities
3. inappropriate patting, pinching or touching

4. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
6. leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures;
7. continued or repeated sexual jokes, language, flirtations, advances or propositions;
8. display in the buildings, grounds or work place of sexually suggestive objects, pictures, posters, cartoons, graffiti, or clothing;
9. harassment constantly targeted at only one sex, even if the content of the verbal abuse is not sexual.

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the Fruitland School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District strongly encourages the reporting party or complainant to put the allegation in writing as soon as possible.

- A. In each building: The building principal is the administrator responsible for receiving oral or written reports of sexual harassment at their building level. The Transportation Supervisor, Maintenance Supervisor and Food Service Supervisor are the administrators responsible for receiving oral or written reports of sexual harassment in their respective departments. Upon receipt of a report, the administrator must notify the Superintendent immediately without screening or investigating the report. A written report from the administrator will be forwarded simultaneously to the Superintendent. If the report was given verbally, the administrator shall reduce it to written form within one working day and forward it to the Superintendent. Failure to forward any sexual harassment report or complaint will result in disciplinary action. If the complaint involves an administrator, the complaint shall be filed directly with the Superintendent.
- B. District wide. The School Board hereby designates the Superintendent as the School District's Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, student or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Superintendent, the

complaint shall be filed with the School District Board of Trustees. The School District will conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

- C. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, work assignments, grades, or other educational opportunities.

The Fruitland School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligation and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

#### IV. INVESTIGATIONS AND RECOMMENDATIONS

By the authority of the School Board, the Superintendent, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by the Fruitland School District Officials, or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

The School District Human Rights Officer shall make a report directly to the School Board upon completion of the investigation.

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the Fruitland School District will take such action as appropriate based on the results of the investigation.
- B. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### VI. REPRISAL



The Fruitland School District will discipline any individual(s) who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, real or implied.

#### VII. NON-HARASSMENT

The School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship, without a discriminatory employment effect, requires a determination based on all the facts and surrounding circumstances. False accusation of sexual harassment can have a serious detrimental effect on innocent parties.

#### VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Idaho Human Rights Commission, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under Idaho Child Welfare Code. In such situations, the Fruitland School District shall comply with the Idaho Statute concerning reporting suspected child abuse.

#### X. DISCIPLINE

Any school district action taken pursuant to this policy will be consistent with requirements of all applicable policies of the Fruitland School District. The Fruitland School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

Date of Adoption:  
April 11, 1994

Legal Code (Code of Idaho):  
Section 703 Title VII of Civil Rights  
Act of 1964

## STAFF PERSONNEL

Series 400

Policy Title Workers' Compensation Benefits Code No. 420

All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Worker's Compensation insurance policy.

Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should communicate with the school's Human Relations Director with regard to seeking out medical attention at one of the designated Occupational Health Clinics.

2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the District's Worker's Compensation report of injury forms with the District's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the District's Human Resources Department shall immediately report the injury and claim to the District's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an ~~industrial~~ accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and

2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal Reference: I.C. § 72-101, et seq.      Workers' Compensation Act

Policy History:

Adopted on: 7/31/17

Revised on:

## STAFF PERSONNEL

Series 400

Policy Title Crisis Management Policy Code No. 421

Through team intervention we feel the district can help staff maintain professionalism (team members supporting one another), help if litigation should develop and provide better safety for all involved. Through implementation of a district-wide crisis intervention program, we will begin to effectively deal with crisis situations in a confident, competent, and sensitive manner.

A crisis involves a critical trauma that has (or will) disrupt the normal process of the school day. A crisis situation is an individualized matter, and the disruption of the school will depend on a variety of factors. The loss may be dealt with easily or it may be more difficult. In either case, we must be prepared to handle these situations, whether large or small.

The crisis intervention principle is to do things "with the troubled individual" rather than "to" or "for" him/her. With that idea in mind, we can then look at some basic counseling principles and techniques to foster healthy feelings and attitudes concerning grief and loss. When used in conjunction with a detailed district-wide plan for action, these techniques and principles can be a positive beginning in an effective crisis management program.

The Crisis Team will consist of the following members:

- A. ADMINISTRATOR/DESIGNEE: making sure crisis procedures are in operation and functioning effectively.
- B. TEACHER(S): being alert to possible student problems and referring these problems to the proper resources.
- C. COUNSELORS: working with the team to initiate strategies in the management of the crisis.
- D. NURSE: acting as a consultant, and coordinating with faculty, parents, physician, and students regarding the health and welfare of the student population.
- E. LAW ENFORCEMENT REPRESENTATIVE: aiding with the legal aspects of crisis management.
- F. SCHOOL SECRETARY(IES): being alert to possible student problems and referring these to the proper resources.
- G. PARENTS: become a part of the crisis management team when deciding the proper direction for the best treatment of the child. In case of death, the school coordinates with the parents regarding funeral attendance and school programs.

- H. MINISTERIAL COUNCIL AND CHURCH REPRESENTATIVES: work with team to initiate strategies in the management of the crisis.

Crisis team members will meet annually, in order to review policy and receive any training necessary.

The following suggested procedures are intended to serve as guidelines to the team in dealing with tragic events that affect the total functioning of the school population (i.e. accidents, deaths, or disasters). The team may also need assistance in dealing with threats to individuals health and/or safety (i.e. suicide threats or gestures, threats against students or faculty members, out of control behaviors, etc.).

- A. Ancillary team members are notified to report to the school to join other team members in dealing with the crisis.
1. The team members from each school will facilitate notification of staff members and faculty during a crisis.
  2. Each team member will be responsible to call their assigned faculty or staff members.
- B. The team meets with the principal acting as the team leader who informs the team of the known facts and helps formulate a plan of action. Duties are assigned to team members and communication procedures are established.

Date of Adoption:  
October 10, 1994

Legal Reference: (Code of Idaho)

## STAFF PERSONNEL

Series 400

Policy Title Fruitland School District Safety Policy Code No. 422

The safety and health of employees in the Fruitland School District is of primary importance. It is the company's policy to provide safe and healthful working conditions and operating practices that will ensure a safe work environment for employees.

Accidents represent a needless waste of human resources and economic loss. A safe and healthful operation conserves human and material resources and is essential to efficient production.

All levels of management have a primary responsibility for the safety of all employees. The employee, in turn, is expected to adhere to the regulations by the company.

These responsibilities can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating condition. By working together, we can maintain a safe working environment for all employees.

Date of Adoption:

May 13, 1996

STAFF PERSONNEL

Series 400

Policy Title Criminal History Checks for School District Employees Code No. 423

The Fruitland School District will require all persons hired for the first time by the district or who have been employed by the district five (5) years or less, to undergo a criminal history check as provided in section 33-130, Idaho Code. All employees who are required to undergo a criminal history check shall obtain the history check within three (3) months of starting employment, or for employees with five (5) years or less with the district, within the three (3) months from the date the employee is notified that he/she must undergo a criminal history check. Such employees shall pay the cost of the criminal history check. If the criminal history check shows that the employee has been convicted of a felony-crime enumerated in section 33-1208, Idaho Code, it shall be grounds for immediate termination, dismissal or other personnel action of the district, except that it shall be the right of the school district to evaluate whether an individual convicted of one (1) of these crimes and having been incarcerated for that crime shall be hired.

The State Department of Education will send the district a list of employees who have been cleared and a list of those employees who have not been cleared. If the district is notified that an employee had any action/concern on their criminal history check, that person must share this information from the F.B.I. with the district. If an employee with any action/concern refuses to share their F.B.I. report with the district, they will be terminated.

The Fruitland School District Board of Trustees will be responsible for registering volunteers or contractors consistent with maintaining a safe environment for the districts' students.

Date of Adoption:

Legal Reference: (Code of Idaho)

June 10, 1996

33-130, 33-1208, 33-512

**STAFF PERSONNEL**

Series 400

Policy Title Salary Schedule for Extracurricular Activities Code No. 424.2

**FOOTBALL**

HS	Varsity Head Coach	12%
HS	Jr. Varsity Head Coach	8%
HS	Asst. Varsity Coach	8%

MS Coaches to start and finish with

----- ~~HS Varsity--Board adopted~~  
**Revision 5-13-96** 6%

**BASKETBALL--Boys and Girls**

HS	Varsity Head Coach	12%
HS	Jr. Varsity Coach	8%
HS	Freshman Coach	8%

MS	7 <sup>th</sup> & 8 <sup>th</sup> Grades	6%
MS	"B" Coaches	6%

**WRESTLING**

HS	Varsity Head Coach	10%
HS	Assistant Varsity Coach	6%

MS	Coaches	6%
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**VOLLEYBALL**

HS	Varsity Head Coach	12%
HS	Jr. Varsity Coach	8%
HS	Freshman Coach	8%

MS	7 <sup>th</sup> & 8 <sup>th</sup> Grades	6%
MS	"B" Coaches	6%

**BASEBALL**

HS	Varsity Head Coach	8%
HS	Jr. Varsity Coach-if needed	6%

**SOFTBALL**

HS	Varsity Head Coach	8%
HS	Jr. Varsity Coach	6%
HS	Pitching Coach	6%

**TRACK--Combine both High School & Middle School Programs, Boys and Girls**

HS/MS	Head Coach	10%
	Assistant Coaches (representing Both HS & MS)	6%

**TENNIS**

HS	Coach	8%
HS	Assistant, if needed	6%

**GOLF**

HS	Head--Boys & Girls	8%
HS	Assistant, if needed	6%

**CROSS COUNTRY**

HS	Head Boys and Girls	8%
HS	Assistant, if needed	6%

**ADVISORS**

Annual	\$350.00
Drama	\$1500.00
Head 50%, Asst 40%, Art	\$150.00
Drill Team (97-98)	10%
Drill Team Assistant (1/2002)	6%
Cheerleader (97-98) HS	10%
MS	8%
JR. Statesman/ Mock Trial	8%
Band, Head	21%
Elem / MS Honor Choir	8%
Choir - MS / HS	6%
Athletic Director	16%
National Honor Society	8%

**SOCCER**

HS	Varsity Boys/Girls	8%
HS	JV Boys/Girls	6%

**\*\*BOARD ADOPTED 10-14-91\*\* Non-Certified Coaches, HS Cheerleader Advisor, and Drill Team Advisor--Pay from the experience step of the salary schedule. Every 5 years move to the right one step.**

**\*\*BOARD REVISED 7-11-2016\*\* This revision establishes a base salary of \$31,750 for non-certified coaches which the percentage of pay will be based on.**

**Coaching assignments should appear on State of Idaho Supplemental Contract Forms. Additional Supplemental Contracts should be issued during contract year, if necessary, as coaching duties are added.**

Date of Adoption:  
June 7, 1990

Legal Reference: (Code of Idaho)

Revised: 10-14-91, 5-13-96, 10-12-98, 3-14-2000, 6-12-2000, 6/2001, 7/2016



STAFF PERSONNEL

Series 400

Policy Title Extra-Curricular Committee Policy Number 424.1

An advisory committee to oversee extra-curricular issues will meet annually. Their first meeting will take place before the end of February each year.

The committee will consist of two board members, the athletic director, one coach representing non-district employee coaches, one coach representing assistant coaches, one coach representing varsity coaches, and one extra-curricular activity advisor.

When necessary, representatives of this committee will report information and recommendations to the school board.

Date of Adoption: April 12, 1999,  
revised: March 14, 2000

STAFF PERSONNEL

Series 400

Policy Title Extra Duty Assignments for Advisors/Coaches Code No. 424

This district may enter into supplemental contracts with certificated employees for extra-duty assignments. An extra-duty assignment is defined as an assignment that is not part of a certificated employee's regular teaching duties. Extra-duty assignments include, but are not limited to, coaching, directing or otherwise advising extracurricular activities.

Any extra-duty assignment will be made on an annual basis and is limited to the duration of the school year or other relevant time period as set forth on the supplemental contract. The supplemental contract is separate and apart from an annual, renewable or limited one (1) year contract and must be in a form approved by the state superintendent of public instruction. Compensation will be paid for the employee's services as set forth on the supplemental contract and approved by the board.

Employees do not have a property right to an extra duty assignment and are not entitled to automatic reappointment for the next year or season. If the board does not reissue a supplemental contract to a certificated employee who was last appointed the extra-duty assignment, the board will give written notice to the employee describing reasons for the decision not to reissue the contract. The employee, upon written request to the board, will be entitled to an informal review.

The employee must request an informal review within ten (10) calendar days of the date notice of the intent to not reissue the supplemental contract is mailed or hand delivered to the employee. The employee will be given an opportunity to meet with the board in executive session within fifteen (15) calendar days of the date the request for informal review is filed and explain why he/she disagrees with the board's decision. The employee does not have the right to be represented by an attorney or a representative of the local or state, teachers association, present evidence and/or cross-examine witnesses. The board will notify the employee, of its final decision in the matter within fifteen (15) calendar days of the date of the informal review.

Any individual who is assigned an extracurricular assignment shall be required to comply with all applicable district policies and IHSAA regulations, and shall undergo a criminal history check.

Date of Adoption:

LEGAL REFERENCE: Idaho Code  
Sections 33-511,33-515

March 14, 2000

Revised—3-14-00, 8/14/2006

STAFF PERSONNEL  
Series 400

Policy Title: Extra-Curricular Summer Pay Policy Code No. 424.3

The Fruitland School District will budget \$5000.00 to fund approved requests to compensate head coaches who supervise, organize, and oversee summer programs for the Fruitland School District. The head coach will be responsible for compensating any assistant coaches or adults who may assist in the program(s) being offered. Compensation will be distributed according to the guidelines set forth in this policy.

**1. Eligible Personnel**

Fruitland High School head coaches who are the primary organizers of and active instructors in summer activities for Fruitland School District athletes

**2. Eligible Programs**

Activities must take place after the final day of school and before the official start of the fall sports seasons (excluding football start date for schools with a zero week game.)

Activities must be open to all Fruitland School District students according to age or grade requirements. Participants from other schools may also attend; however, their attendance must not be at the exclusion of Fruitland School District students.

**3. Application Process**

Head coaches must submit their requests to the Athletic Director on or before May 10<sup>th</sup> of each school year.

**4. Administration of Funds**

The Extra-Curricular Committee will meet to review all applications and distribute the available funds for any qualified activity. This committee has complete discretion with regard to the distribution of funds and the determination of qualified programs.

The Athletic Director will report to any head coach applying for funds regarding the results of the committee, and will submit the funding amounts determined by the committee to the Fruitland School District Office.

**5. Payment of Funds**

Upon completion of all the applicable summer programs, the responsible head coach will notify the Fruitland School District office to request the appropriate compensation.

Date of Adoption: June 11, 2001

Revised: 5/13/2002

Policy Title: Professional Development Code No. 425

In order to provide a strong and focused educational program for the success of all children, the Fruitland educational community will be involved in professional development at both district and building levels.

The Fruitland School District is committed to improving the knowledge and skills of all teachers in order to achieve our mission and vision statements.

The Board of Trustees will commit to the Professional Development plan by:

- Understanding and supporting the need for professional development
- Acknowledging that there are budgetary needs for professional development
- Supporting the district's strategic plan for improvement

The Administrators will commit to the Professional Development plan by:

- Trying to build money into the yearly budget to support professional development
- Understanding, supporting, and being involved in staff development
- Committing to try to use technology as part of our curriculum

The scope of professional development ensures that staff development be consistent, comprehensive, and related to practices in the Fruitland School District. Staff development opportunities will be pursued through organized, professionally developed activities within and outside the school district.

Professional Development Categories:

- In-service, whole district
- In-service, curriculum specific
- Grade level/building specific
  - Coordinating
  - Organizing
  - Planning
    - Teaming to plan for implementation of new strategies or programs
    - Student data evaluation and/or examination
    - Orientation/mentoring

Structure:

The professional development committee of each building in the Fruitland School District shall consist of at least (1) one administrative representative, (1) one student achievement specialist, at least (2) two teachers, and at least (1) one paraprofessional. Committee membership is a continuous appointment for a term of two years. The Fruitland Education Association appoints the teacher members to the committee but the appointees do not need to be members of the FEA. The school administrator makes the administrative, student achievement specialist and paraprofessional appointments.

Each building committee will meet at least once each quarter. At the first quarter's meeting, they will appoint their chairman. It is the chairman's responsibility to communicate with the district office for the building's professional development plans and needs.

The duties of the Professional Development Committee are to oversee the following areas of professional development:

- Training
- Research and Analyzing
- Writing/Documentation
- Sharing
- Teaching
- Developing new materials
- Observing

## STAFF PERSONNEL

Series 400

Policy Title: Computer and Network Services – Staff

Code No.: 426

Internet access is a service provided for students and staff members by this school district. Use of this district's computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this district. The district reserves the right to monitor all activity on the computer network service.

The systems administrator of the computer network service is a district employee who is responsible for monitoring use of the system (computer network service and related equipment) by staff and students.

The computer network services provided by this district may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as available" basis. No warranties are made or given with respect to any service, information, or software contained therein.

This system is to be used by authorized users **only**. All users must comply with Fruitland School District Policy No. 426. The user has **no expectation of privacy regarding the use of the network system**. All use of this computer system is subject to monitoring to protect against unauthorized use, violation of school district policy, for system maintenance, for backup and in efforts to prevent, detect, or investigate suspected improper use of the system. In the course of such monitoring, the activities, communications and files of users may be copied, recovered, and read. The results of monitoring may be disclosed to others including school district administration and law enforcement. Use of this system is governed by the terms of the Fruitland School District Policy No. 426 and all provisions of this policy.

### DEFINITIONS

"Child pornography" is defined as:

Any visual depiction ... whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where – (1) the product of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) such visual depiction is advertised, promoted, presented, described, or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

"Harmful to minors"

A visual depiction containing any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals: and lacks serious literary, artistic, political, or scientific value to minors.

"Minor"

For the purposes of this policy, is an individual who has not attained the age of 17.

"Obscenity"

Any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole, appeals to a prurient [i.e. erotic] interest; (2) depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460.

### PRIVILEGES AND RESPONSIBILITIES

The use of the school district's computer network service is a privilege, not a right. Permission from parents/guardians is required before students may access the computer network service. All users (staff and students) must sign an Acceptable Use Agreement before access is permitted. Upon acceptance for use of the computer network service, staff and students will be given a user ID (name) and password.

Staff and student freedom of speech and access to information will be honored; however, this school district reserves the right to monitor and review all electronic transmissions and activities. User access may be denied, revoked, or suspended at any time because of inappropriate use. Further disciplinary action may also occur.

## **INFORMATION CONTENT**

This school district provides staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the school district to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Staff bringing such materials in the school environment will be dealt with according to the discipline policies of the school district. Intentionally accessing or using such materials may result in termination of access to this school district's computer or disciplinary actions including termination.

## **INTERNET SAFETY FOR STUDENTS**

The school district will take appropriate steps to protect all students from access, through the district's computers, to visual depictions that are obscene, contain child pornography, or are harmful to minors, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The building principal or designee may authorized the disabling of the Internet block or filter system by the network administrator only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet block or filter system by any other staff member or student will result in disciplinary action.

As required by the Children's Internet Protection Act, this district will hold annual public meetings to receive input from parents and other patrons regarding the district's Internet safety plan, including the use of an Internet filtering service.

Any staff member, student, parent, or patron may request that the district either block, or disable a block of, a particular website by filing a written request with the superintendent. The superintendent will appoint a five (5) member committee, including one principal two (2) certified staff members' one (1) non-certified staff member and one Board member. The committee will meet with the individual who filed the request in a timely manner, allow that individual to make oral or written arguments to support the request, and make a written recommendation to the superintendent regarding whether the district should block or disable a block of, a particular website. Upon reviewing the request and the committee's recommendation, the superintendent will render a written decision and notify the individual who made the request. The superintendent's decision in this matter is final.

## **ONLINE USE**

All district policies and school rules pertaining to behavior and communications apply to online use. The use of this district's computer network services capabilities must be for educational purposes only and be consistent with the school district's mission.

1. Users are not allowed to access the district's computer network services for any private or commercial purposes. Users are not allowed to attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless pre-approved by the school board or superintendent.
2. Illegal activity is prohibited and may result in referral to law enforcement.
  - a. Sending, receiving, or accessing obscene or pornographic material is prohibited.
  - b. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
3. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
4. Students and staff will use the computer network service resources efficiently to minimize interference with others.
5. Users are responsible for making back-up copies as needed.
6. Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.
7. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
8. Attempts to log in to the system using another user's account will result in termination of the user's account.

## **ONLINE CONDUCT**

All users are required to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not be abusive in their messages to others.
2. Users will not swear, use vulgarities or any other inappropriate language.
3. Users will not reveal personal information regarding others and should be cautious when revealing user's own personal information (home address, phone number, etc.).
4. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
5. All communications and information accessible via the computer network service should be assumed to be private property but open to district scrutiny, and review at any time.
6. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.

Any on-line conduct that is determined by the system administrator to constitute an inappropriate use of this district's computer network service or to improperly restrict or inhibit other users from using and enjoying this district's computer network service is strictly prohibited and may result in disciplinary action. **On-line conduct believed to be in violation of this policy will be immediately reported to appropriate administration or directly to the Board.**

### **COPYRIGHTED MATERIAL**

Copyrighted material will not be placed on any system connected to this district's computer network service without the author's written permission. The following will apply to copyrighted materials:

1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
2. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.
3. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

### **ELECTRONIC MAIL**

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. Message received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
3. The system administrator may remove e-mail messages if not attended to regularly by the user.
4. E-mail may be viewed by others. There is no guarantee of confidentiality.
5. The system administrator will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or the intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or this district's policies, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. This district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this district's computer network service.

### **THIRD-PARTY SUPPLIED INFORMATION**

Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or other third-party personnel on the computer network service provided by this district are those of the individual and do not represent the position of this district.

### **DISK USE**

The system administrator reserves the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) of notification will have his or her files removed by a system administrator.

### **SECURITY**



Security on any computer system is a high priority. All school district users will meet the following requirements:

1. If a user feels that he/she can identify a security problem on the computer network service, the user will notify a school administrator. The user will **not** demonstrate the problem to others.
2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Users will change passwords regularly, using combinations of letters and numbers and will avoid using standard English words and names.
4. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

## **VANDALISM**

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

## **STAFF DISCIPLINE**

Violation of this policy may result in the following disciplinary actions:

1. A staff member may lose computer privileges and/or network access. The duration of loss will depend on the severity of the violation as determined by the building administrator.
2. A staff member may be disciplined, up to and including termination from employment, if he or she engages in conduct on the computer network service that constitutes flagrant or persistent violations of this policy or could be considered illegal, as defined by federal and/or state law. Staff members committing illegal acts may be referred to the local law enforcement agency.

## **UPDATING USER ACCOUNT INFORMATION**

The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.)

## **TERMINATION OF ACCOUNT**

The user's access to, and of, the computer network service may be terminated at any time by notifying a system administrator. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user.

An administrator reserves the right, at his/her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy.

The school district's administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.

Date of Adoption:  
November 13, 2006

Legal Reference:  
17 USC Section 1001, *et seq.*  
*Children's Internet Protection Act,*  
*Sections 1703 to 1721,*  
*U.S.C. Section 254 (h)(1)*  
Idaho Code Sections:  
6-210  
18-2201  
18-2202

**COMPUTER AND NETWORK SERVICE USER AGREEMENT**

I understand and will abide by this school district's policy titled "Computer and Network Service." Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I am a:

- Student of this school district and will graduate in \_\_\_\_\_
- Certified staff member of this school district, teaching \_\_\_\_\_  
in grade \_\_\_\_\_ at \_\_\_\_\_
- Classified staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Administrative staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Other user authorized by the school district \_\_\_\_\_

-----  
PARENT/GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent/guardian of this student, I have read this school district's policy entitled "Computer and Network Service." I understand that this access is designed for educational purposes and this district has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for this school district to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**COMPUTER AND NETWORK SERVICE USER AGREEMENT**

I understand and will abide by this school district’s policy titled “Computer and Network Service.” Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I am a:

- Student of this school district and will graduate in \_\_\_\_\_
- Certified staff member of this school district, teaching \_\_\_\_\_  
in grade \_\_\_\_\_ at \_\_\_\_\_
- Classified staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Administrative staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Other user authorized by the school district \_\_\_\_\_

-----  
PARENT/GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent/guardian of this student, I have read this school district’s policy entitled “Computer and Network Service.” I understand that this access is designed for educational purposes and this district has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for this school district to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

User’s Full Name (please print): \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Adoption:  
August 9, 2004  
Revised: 12/06/2004

Legal Reference (Code of Idaho)  
\_\_\_\_\_

## STAFF PERSONNEL

### Series 400

Policy Title: Employee Use of Electronic Communication & Social Media Code No. 426.1

Fruitland School District No. 373 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the learning experience and work environment within the district. The district also recognizes the obligation of teachers and administrators to be positive ambassadors for our schools and to teach and ensure responsible and safe use of these technologies.

Employee use of electronic communication and entertainment devices may interfere with or disrupt the educational process as well as distract personnel from their job responsibilities. Additionally, employee use of social networking and other Internet or electronic communication may interfere with the employee's professional relationships with students, parents, and members of the community.

Violation of this policy may result in disciplinary action up to and including termination.

### **DEFINITIONS**

“Electronic communication and entertainment devices” include, but are not limited to, personal cell phones, tablets, personal computers, laptops, iPads, iPods, Blackberries, pagers, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop or other computer usage, or combinations of any of the above.

“Social media networks” include, but are not limited to, websites, web logs (blogs), wikis, social networks, online forums, virtual worlds and any other social media generally available to the public that does not fall within the district's technology network (e.g. Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, Myspace, blog sites, Wikipedia, etc.).

### **USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL**

Employees are required to limit their personal use of electronic communication and entertainment devices to emergencies or during authorized breaks. Such devices are prohibited from being used during instructional time unless the specific use is consistent with legitimate, instructional purposes.

### **PROFESSIONAL COMMUNICATIONS**

Employees must be respectful and professional in all communications at all times. Employees may not use obscene, offensive, profane, or vulgar language; or engage in communication or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity, sexual behavior, sexual harassment, bullying, or the inappropriate use of alcohol or illegal drugs.

Employees may not act as a spokesperson for the district or make comments as a representative of the district, except as authorized by the board, superintendent or designee. When authorized as a spokesperson for the district, employees must disclose their employment relationship with the district.

### **COMMUNICATIONS WITH STUDENTS**

The board recognizes that there are occasions when a district employee may have a legitimate educational need to communicate with a student outside of school hours. Any communication between a district employee and a student via telecommunications, text messages, e-mails, and/or any other medium must have an educational purpose and be professional in content and tone.

Employees who engage in such communications with students are expected to act as representatives of the district. Any communications with students may be subject to review by the district. Employees will not make any statement or forward information that could reasonably be perceived to be:

1. In violation of federal or state laws, or district policies;
2. Personal in nature;
3. Obscene, vulgar or inappropriate in content;
4. Harmful to a student;
5. Disruptive of the educational process; or
6. In violation of FERPA and other confidentiality requirements.

At the discretion of the superintendent or designee, employees may be required to copy all such communication to students to the building administrator or designee.

In the event an employee receives any communication from a student that is inappropriate or creates concerns, the employee has an obligation to report such communication to the building administrator or designee.

## **E-MAIL**

All employees are assigned a district e-mail account, which should be used for all official business. Employees must use their district e-mail account when acting in the capacity of a district employee and when corresponding with parents or students. Employees may not use their district assigned e-mail address for communications on social media networks without prior district approval.

## **SOCIAL MEDIA**

Employees are prohibited from discussing students and work-related matters on any social media network. Employees are expected to comply with the following guidelines when engaging in communications on social media networks:

1. In the event the employee identifies himself/herself as an employee of the district, he/she must post a disclaimer that the views expressed by the employee are personal and not made in his/her capacity as an employee of the district.
2. Information posted by an employee must comply with state and federal laws, and district policies, guidelines and procedures.

Employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws.

3. Employees may not post copyrighted images or materials without prior permission from the owner, unless it falls within an exception and complies with copyright laws.

4. Employees should always present themselves in a professional manner and exercise good judgment relative to any information posted or any sites linked to the employee's social media network page or blog.
5. Employees must recognize that statements or innuendo publicly displayed on the Internet may have negative ramifications on an individual's position as a role model for students of the district.
6. Employees may not use or post the district logo, motto, slogan, mascot, or other district branding without permission from the superintendent or designee.

Employees may not post any school-related images on any social media network without permission from the superintendent or designee.

If information is posted on a social media network that evidences that the employee has engaged in conduct in violation of applicable federal and state law or district policies, the district may take disciplinary action, up to and including termination.

The district reserves the right to monitor employee comments and postings to the extent permitted by law. Where applicable, employees may be asked to disclose the existence of and to provide the district with access to an employee's website, web log, or other personal social media network as part of an employment selection, promotion, disciplinary process, or investigation.

**Adopted:**

11-14-11

Revised: 6/8/15

**Legal Reference:**

Idaho Code §33-512

## STAFF PERSONNEL

Series 400

Policy Title: Staff Dress and Appearance

Code No: 427

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the school district.

It is to be applied for all the days students are present, and for parent-teacher conferences.

### **Acceptable attire:**

- Clothes that maintain a professional and appropriate appearance
- Clothes that are neat, clean, and in good repair.

### **Rules of staff dress code\***

- No denim jeans\*\*
- No skirts or slits in skirts/dresses that are shorter than 4 inches above the knee
- No cleavage showing – neckline appropriate
- No spaghetti straps, no sleeveless less than two (2) inches, unless covered by a jacket or a top
- No graphic T-shirts
- No hats
- No showing of skin between shirts and pants/skirts
- All staff will wear their district issued ID badges
- No flip flops
- School principal/supervisor discretion on questionable clothing

\*\* Jeans allowed for the following:

- Job related and/or outside projects/class activities for Shop, AG, PE, Art, Science, custodial, and copier operator.
- Field trips as appropriate
- Possible casual Fridays or at principal/supervisor's discretion

School district staff members who do not, in the judgment of the principal/supervisor, reasonably conform to this dress code shall receive a notice from their principal/ supervisor. Repeated violations or refusal to comply with the directions of the principal/ supervisor by an employee could result in disciplinary action up to and including termination.

### **Adopted:**

9-10-07

## STAFF PERSONNEL

Series 400

Policy Title: Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying, Code No.: 428

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

### **Intervention**

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

- a. Correct the problem behavior;
- b. Prevent another occurrence of the problem;
- c. Protect and provide support for the victim of the act; and
- d. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

### **Professional Development**

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

- a. School philosophy regarding school climate and student behavior expectations;
- b. Definitions of harassment, intimidation, and bullying with specific examples;
- c. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
- d. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
- e. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

### **Student Discipline**

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies [3330 and 3340].

### **Reporting**

Any District employee who has witnessed, or has reliable information, that a student has been subject to



harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure [3295 and 3295P].

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

### **Policy Distribution**

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

**Legal References:** I.C. § 18-917 Hazing  
I.C. § 18-917A Student Harassment – Intimidation – Bullying  
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying  
Information and Professional Development  
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

**Adopted on:** 12-7-15

Revised on:

# PUPIL PERSONNEL ADMINISTRATION

Series 400

Policy Title: Retention of District Records

Code No. 429

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Coordinator, in conjunction with the Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Coordinator shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

## Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

## Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of sixty (60) days. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If the District receives a Freedom of Information Act (FOIA) request;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District’s Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

The following will be used as a guide for the disposal of district records:

**DISTRICT RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>ADMINISTRATION</b> —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —ATTENDANCE—Enrollment attendance data	<b>3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	<b>Not less than 8 months following election</b>	<b>DO</b>
<b>ADMINISTRATION</b> —BALLOTS FOR BOND ELECTIONS	<b>a. Not less than 60 days after bonds have been delivered to purchaser</b> <b>b. Not less than 8 months following bond election</b>	<b>DO</b>
<b>ADMINISTRATION</b> —CONTRACTS AND LEASES	<b>AC +6 yr</b>	<b>DO</b>
<b>ADMINISTRATION</b> —GENERAL CORRESPONDENCE	<b>3 yr</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —DONATION/GIFT RECORDS	<b>PM</b>	<b>DO, SB</b>
<b>ADMINISTRATION</b> —BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION</b> —BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	<b>PM—Restricted Access</b>	<b>DO</b>
<b>ADMINISTRATION</b> —ORGANIZATION CHARTS: Any documentation that shows program accountability	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>ADMINISTRATION</b> —EDUCATION PROGRAM	<b>AC+3 yr</b>	<b>DO, SB</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact</p> <p><b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>	<p><b>LA</b>—Life of Asset</p> <p><b>PM</b>—Permanent</p> <p><b>US</b>—Until Superseded</p>	<p><b>DO</b> – District Office</p> <p><b>SB</b> – School Buildings</p> <p><b>DM</b> – District Maintenance</p> <p><b>DT</b> – District Transportation</p>
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>REVIEW RECORDS</b>		
<b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>	<b>DO</b>
<b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	<b>PM</b>	<b>DO</b>
<b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	<b>AC+3 yr</b> NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	<b>DO</b>
<b>BOARD RECORDS</b> —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	<b>PM</b>	<b>DO</b>
<b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	<b>US or 1 year</b>	<b>DO</b>
<b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	<b>LA+3 yr</b>	<b>DO, DM, DT</b>
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	<b>LA</b>	<b>DO, SB, DM, DT</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AC+1 yr</b>	<b>DO, SB, DM, DT</b>
<b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property	<b>3 yr</b>	<b>DO</b>
<b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC+2	<b>DO, DM</b>
<b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>	<b>DO, SB, DM</b>

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—</b> Documenting disposal of inventoried property	<b>PM</b>	<b>DO</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—</b> Property logs	<b>US+3 yr</b>	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS—</b> Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>AC+2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner	<b>DO, SB, DM</b>
<b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>	<b>DO, DM</b>
<b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>	<b>1 yr</b>	<b>DO, DM</b>
<b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>	<b>1 yr</b>	<b>DO, DT</b>
<b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-ANNUAL OPERATING BUDGETS</b>	<b>FE+5 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-APPROPRIATION REQUESTS—</b> Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>	<b>DO, SB</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-CANCELLED CHECKS—</b> Stubs/Warrants/Drafts	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-CAPITAL ASSET RECORDS</b>	<b>LA+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-CASH RECORDS—</b> Cash deposit slips; cash receipts log	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-DEEDS AND EASEMENTS—</b> Proof of ownership and right-of-way on property	<b>PM</b>	<b>DO</b>
<b>FISCAL-detail chart of accounts—</b> One for all accounts in use for a fiscal year	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-EXPENDITURE VOUCHERS—</b> Travel, payroll, etc.	<b>FE+5 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-EXTERNAL REPORTS—</b> Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+5 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-FEDERAL TAX RECORDS—</b> Includes FICA records	<b>AC+4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	<b>DO</b>
<b>FISCAL-FEDERAL FUNDING RECORDS—</b> Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed	<b>DO</b>

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>		
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<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>	
<b>FISCAL</b> —FEDERAL—USDA	<b>AC+3 yr</b> AC=submission of final expenditure	<b>DO</b>
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-GRANTS</b> —State and Federal	<b>AC+3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	<b>DO, SB</b>
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim	<b>DO</b>
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms	<b>DO</b>
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt	<b>DO</b>
<b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>	<b>FE+5 yr</b>	<b>DO, SB, DM, DT</b>
<b>FISCAL-RECONCILIATIONS</b>	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE+5 yr</b>	<b>DO, SB</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible	<b>DO, SB</b>
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>	<b>DO</b>
<b>LEGAL-LITIGATION FILES</b> --	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB, DM, DT</b>
<b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>	<b>DO</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information	<b>DO, SB</b>
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>	<b>DO, SB</b>
<b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>

## DISTRICT RECORDS RETENTION SCHEDULE

### Retention Codes

RECORDS DESCRIPTION	RETENTION PERIOD	RETENTION CODES
<p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact</p> <p><b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>	<p><b>LA</b>—Life of Asset</p> <p><b>PM</b>—Permanent</p> <p><b>US</b>—Until Superseded</p>	<p><b>DO</b> – District Office</p> <p><b>SB</b> – School Buildings</p> <p><b>DM</b> – District Maintenance</p> <p><b>DT</b> – District Transportation</p>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled	<b>DO, SB, DM,DT</b>
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+1 yr</b>	<b>DO</b>
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC+3 yr</b> AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC+3 yr</b> AC=termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US</b>	<b>DO,</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC+3 yr</b> AC=Termination of counseling	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay	<b>AC+3 yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.	<b>DO</b>
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>	<b>DO</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
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RECORDS DESCRIPTION	RETENTION PERIOD	
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>AC+4 yr</b> AC=Termination of employment, with a minimum of 4 years	<b>DO</b>
<b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC+6 yr</b> AC=final decision on the grievance	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>AC+1 yr</b> AC=After hiring decision made	<b>DO</b>
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status	<b>FE+3 yr</b>	<b>DO</b>
<b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>	<b>DO</b>
<b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>	<b>DO, DT</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>2 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>	<b>DO</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>	<b>DO</b>
<b>PERSONNEL-PERFORMANCE APPRAISAL</b>	<b>2 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>	<b>DO</b>
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	<b>Date of hire +50 yr</b>	<b>DO</b>
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	<b>6 yr</b>	<b>DO</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<b>2 yr</b>	<b>DO</b>
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-RESUME-UNSOLICITED</b>	<b>1 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	<b>FE+3 yr</b>	<b>DO</b>
<b>PERSONNEL-TIME CARD AND TIME SHEET</b>	<b>3 yr</b>	<b>DO, SB, DM, DT</b>



## DISTRICT RECORDS RETENTION SCHEDULE

### Retention Codes

RECORDS DESCRIPTION	RETENTION PERIOD	RETENTION CODES
<p><b>AC</b>—After closed, terminated, completed, expired, settled, or last date of contact</p> <p><b>FE</b>—Fiscal Year End (June 30<sup>th</sup>)</p>	<p><b>LA</b>—Life of Asset</p> <p><b>PM</b>—Permanent</p> <p><b>US</b>—Until Superseded</p>	<p><b>DO</b> – District Office</p> <p><b>SB</b> – School Buildings</p> <p><b>DM</b> – District Maintenance</p> <p><b>DT</b> – District Transportation</p>
<b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education	<b>AC+3 yr</b> AC=Termination of employment	<b>DO, SB, DM, DT</b>
<b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>	<b>3 yr</b>	<b>DO</b>
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC+3 yr</b>	<b>DO</b>
<b>PERSONNEL-W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>	<b>DO</b>
<b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>	<b>AC+10 yr</b> AC=expiration of policy	<b>DO</b>
<b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District	<b>PM</b>	<b>DO</b>
<b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE+3 yr</b>	<b>DO, SB, DM, DT</b>
<b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	<b>FE+3 yr</b> CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	<b>DO, DM, DT</b>
<b>RECORDS MANAGEMENT</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>SAFETY-ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18	<b>DO, SB, DM, DT</b>
<b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>	<b>DO, SB, DM, DT</b>
<b>SAFETY-EVACUATION PLANS</b>	<b>PM</b>	<b>DO, SB</b>
<b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC+3 yr</b> AC=deficiency corrected	<b>DO, SB, DM</b>
<b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	<b>PM</b>	<b>DO, DM</b>
<b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	<b>DO, SB, DM, DT</b>

## DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded	<b>DO</b> – District Office <b>SB</b> – School Buildings <b>DM</b> – District Maintenance <b>DT</b> – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
<b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC+3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	<b>DO, SB, DM</b>
<b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>	<b>DO, DM</b>
<b>SAFETY-WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>	<b>DO, SB, DM</b>
<b>STUDENTS-EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>	<b>DO, SB</b>
<b>STUDENTS-SPECIAL EDUCATION RECORDS</b> —educational records, including eligibility documentation and IEPs	<b>FE+6 yr</b>	<b>DO, SB</b>
<b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation	<b>FE +5 yr</b>	<b>DO, SB</b>
<b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA+1 yr</b>	<b>DO, DT</b>
<b>VEHICLE-TITLE AND REGISTRATION</b>	<b>1 yr</b>	<b>DO, DT</b>
<b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	<b>AC+3 yr</b> AC=End of term of volunteer or intern	<b>DO, SB</b>
<b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>	<b>DO, SB</b>

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

Date of Adoption:

May 2, 2016

Legal References:

- Idaho Code: § 33-701(8) Fiscal Year—Payment and Accounting of Funds
- § 33-407 Return of Canvass of Elections
- § 33-508 Duties of Clerk
- § 56-209h Administrative Remedies
- § 74-119 Agency Guidelines
  - SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E
  - SDE Administrator’s Handbook 1.43
  - Federal Regulation
  - Idaho Records Management Guide, August, 2013

## STAFF PERSONNEL

Series 400

Policy Title: **Workers' Compensation Benefits**

Code No: 430

All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary with the requirements of the District's Worker's Compensation insurance policy.

Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should communicate with the school's Human Relations Director with regard to seeking out medical attention at one of the designated Occupational Health Clinics.]

2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the District's Worker's Compensation report of injury forms with the District's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the District's Human Resources Department shall immediately report the injury and claim to the District's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when in completing the required reports.

An employee who is injured in an accident may be eligible for Workers' Compensation benefits.

Legal Reference: I.C. § 72-101, et seq. Workers' Compensation Act

### Policy History:

Adopted on: July 31, 2017

Revised on:



PUPIL PERSONNEL ADMINISTRATION  
Series 500

- 500 Statement of Guiding Principles
- 501 Admission of Pupils - Proof of Age and Identification
  - 501.1 Open Enrollment Policy
- 502 Assignment of Pupils
- 503 Promotion/Retention of Students
- 504 Attendance of Pupils
  - 504.1 Discipline Policy
  - 504.2 Truancies
- 505 Suspension and Expulsion
  - 505.1 Prohibition of Weapons
- 506 Supervision for Pupil Safety
- 507 Approved Pupil Organizations and Activities
- 508 Eligibility for Student Organizations and Activities
- 509 Student Policy on Life-Threatening Illness
  - 509.1 AIDS Policy (Acquired Immuno Deficiency Syndrome -HTLV III Viral Infections)
  - 509.2 Exclusion for Communicable Diseases
- 510 Drug, Alcohol, and Tobacco Policy
  - 510.1 Voluntary Random Drug Testing Program
  - 510.2 Extra-Curricular Random Drug Testing
- 511 Student Release Time
- 512 Sexual Harassment Policy
  - 512.1 Bullying Awareness Week
  - 512.2 Hazing, Harassment, Intimidation, Bullying, Menacing
- 513 Crisis Management Policy
- 514 Fruitland School District Policy for Administering Idaho's Dual Enrollment Statute
- 515 Search Policy
- 516 Head Lice Policy
- 517 Special Power of Attorney for Guardianship
- 518 Gang Policy
- 519 Student Records (Family Education Rights & Privacy Act - FERPA)
- 520 Medication Administration Policy
- 521 Computer and Network Services - Students
- 522 Student Fees
- 523 Student Dress Code
- 524 Personal Electronic Devices
- 525 Equal Access – Student Clubs
- 526 Education of Homeless Children

Series 500

- 527 Disciplining Students w/Disabilities
- 528 Theft or Damage to School District Property
- 529 Student Data Privacy & Security Policy
- 530 School Wellness



PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Statement of Guiding Principles Code No. 500

Every Student has a basic right to attend school. His primary purpose in attending school is to engage in learning and his cooperation and dedication is fundamental to quality education.

The Board of Trustees seeks to protect the rights of each student and promote the welfare of the student body. These Student Personnel Policies are to provide quality experience for students in all activities related to the educational program. Each student should have the experience that will enable him to become a useful and productive citizen.

Date of Adoption:  
January 13, 1993



## PUPIL PERSONNEL ADMINISTRATION

### Series 500

Policy Title: Student Entrance, Placement and Transfer Entrance Code No. 501

All children wishing to enroll in kindergarten must be five years old on or before September 1<sup>st</sup> of the school year in which the child enrolls. All children wishing to enroll in first grade must be six years old on or before September 1<sup>st</sup> of the school year in which the child enrolls. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set forth above, shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under Public Law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the age of three and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

Immunization records (or an appropriate waiver) and birth certificate (subject to provisions of McKinney Homeless Assistance Act) are required for admission to the school district.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the school district shall notify the person enrolling the student in writing that he/she must provide within thirty (30) days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested thirty (30) days, the school district shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he/she has an additional ten (10) days to comply. If any documentation of affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the school district shall immediately report the same to the local law enforcement agency.

If a school in which a child is currently enrolled receives notification by the Department of Law Enforcement of a missing or runaway child report regarding a particular child, the school shall "flag" the record in a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing or runaway child. The school shall immediately report any request concerning "flagged" records of knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The "flag" on a child's record shall be removed by the school upon notification by the Department of Law Enforcement.

A parent/guardian enrolling a child in the Fruitland school district who fails to provide the required documentation of a birth certificate to this school district after being requested by the local law enforcement agency may be guilty of a misdemeanor.

A student transferring schools within the school district need not provide proof of identity and birth date if the student's record already contains such verified information.

Students enrolling in the school district on or after the first day of school will start school at least one day after he/she registers to allow the school time to request records, determine placement, organize the transition into the new classroom and to allow the parents/guardians time to successfully complete all school registration paperwork.

#### Placement

Pupils will be assigned to the appropriate grade level. Assignment in the elementary school and the intermediate school will be determined by the administrative authorities.

The goal of the school district shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students.

Family members that are in the same grade level, in the elementary grades K-5, (twin siblings, half or step siblings, cousins, etc.) will not be placed in the same classroom.

**ADOPTED:**

4-14-97

**REVISED:**

3-9-92

1-13-93

9-13-99

3-12-07

**LEGAL REFERENCE:**

Art. IX, § 9, Idaho Constitution –  
Compulsory Attendance at School

I.C. § 18-4511 School Duties –

Records of Missing Child –

Identification

I.C. § 33-201 School Age

I.C. § 33-209 Transfer of Student Records

I.C. § 39-4801 Immunization required

I.C. § 39-4802 Exemptions

PUPIL PERSONNEL ADMINISTRATION

Series 500

**Policy Title:** Open Enrollment Policy

**Code No:** 501.1

Fruitland School District is an open enrollment district and tuition will be waived for non-resident Idaho students who are allowed to attend this district under the terms of this policy.

Non-resident students are those Idaho students whose parent or guardian do not reside in this school district, but who have applied for admission or are attending school in this district through open enrollment.

A non-resident student's parent or guardian must apply **annually** for admission to a school in this district on a form provided by the State Department of Education. The application, accompanied by the student's accumulative record, must be submitted to this district by February 1<sup>st</sup> for re-enrollment during the following school year, unless the application deadline has been waived by agreement between Fruitland School District and the home district. The notice of application must also be given to the home district. Acceptance for open enrollment is for that year **only** and does not ensure enrollment in the future.

The district will notify the applicant that the application has been accepted or denied for the following school year within sixty (60) days of February 1<sup>st</sup> or the date of the application.

No student shall be eligible to participate in extracurricular activities, in violation of policies governing such eligibility, by attending school in this district pursuant to this policy.

This district shall take no action to prohibit or prevent application by its students to attend school at another district.

A student suspended or expelled from any other school district may be ineligible for open enrollment in this school district.

New Applications for Open Enrollment are due to the District Office by August 1<sup>st</sup> to be considered for the new school year.

This district is concerned about its class size and the effect that enlargement of the student-teacher ratios will have upon the educational program. Therefore, this district has determined that admission of students in excess of the following ratios could work a hardship on the district, its teachers, staff, students and educational program:

<u>GRADE</u>	<u>RATIO</u>
K-1	23:1
2-4	24:1
5-6	25:1
7-12	140 students in grade level.

An exceptional student resource class ratio shall be 10:1.

An exceptional student severe class ratio shall be 3:1.

The Board will consider all open enrollment applications on a case-by-case basis to determine if the application will create a hardship on the school district. Requests determined not to create a hardship on the school district will be given priority for approval as follows:

1. School District staff
2. Current Students in Good Standing
3. Property owners in the school district
4. Date of submission of Application.

Students approved for open enrollment will complete an Open Enrollment Behavioral Contract signed by the student's parent and/or guardian. The parent and/or guardian shall be responsible for transporting the student to and from the school or to an appropriate bus stop within this district.

**Adopted:**  
1979

**Legal Reference:**  
I.C. 33-1401, *et seq.*

**Revised:**  
3/97, 11/97, 12/05, 8/06  
4/09, 7/13/09, 10/8/12, 9/11/17,  
1/15/18

**FRUITLAND SCHOOL DISTRICT No. 373**  
***Open Enrollment Behavioral Contract***

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We agree to comply with all behavioral requirements listed below:**

1. Satisfactory compliance with any rules, requirements, or policies outlined in the student handbook or in school district policy.
2. Satisfactory compliance with rules or requirements set by the school administration.
3. Satisfactory compliance with any city, state, or federal laws while on school property.
4. Maintain satisfactory progress in all classes, including serious effort to successfully complete assigned work.
5. Comply with all classroom rules and requirements and use class time wisely.
6. Maintain satisfactory attendance, with no truancies.
7. Parent/guardian will support the school rules, policies, and educational practices of the school and district.

**This contract will begin upon enrollment in the Fruitland School District and will be in effect through the last day of enrollment in the Fruitland School District. Violation of any part of this contract will result in the open enrollment request being revoked and the student will need to transfer to another school district.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Assignment of Pupils Code No. 502

Pupils will be assigned to appropriate grade level. Grade School section (assignment to a classroom) will be determined by the administrative authorities.

Family members that are in the same grade level, in the elementary grades K-4, (twin siblings, half or step siblings, cousins, etc.) will not be placed in the same classroom.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 9/13/99

## PUPIL PERSONNEL ADMINISTRATION

Series 500

**Policy Title:** Retention/Promotion of Students

**Code No:** 503

Promotion and retention of students are academic decisions made by the school administration. In general, children will be placed at the grade level at which they are best adjusted academically, socially, and emotionally. Parents are encouraged to attend parent/teacher conferences and to utilize after school and summer school programming when available through the school district.

### RETENTION

Children in grades Pre-K through 8<sup>th</sup> will usually progress annually from one (1) grade to the next. However, in cases where it is determined that retention is in a particular student's best interest, he or she may be retained in the same grade for one (1) additional year. Retention will be determined by the building principal, or, when applicable, by the student's IEP or 504 team.

Parents may utilize any rights pursuant to IDEA or 504 when the IEP or 504 teams makes the decision regarding promotion or retention.

The teacher will communicate with parents verbally after first semester if he/she thinks a child may be retained. The teacher will document that they have talked with the parents.

During spring parent/teacher conferences, the teacher will inform parents of the possibility of retention. If it is recommended that the child attend Pre-First and the parent chooses not to follow the recommendation, the principal has the right to retain the child in kindergarten.

If the parents agree with the retention recommendation, the teacher will prepare a retention form for the parents to sign. The retention form must be turned into the office by May 1<sup>st</sup>.

If the parents disagree, a meeting will be scheduled with the principal, counselor, parents, teacher, and reading and achievement specialist when applicable. A decision will be rendered on the appeal by May 1<sup>st</sup>.

The principal will make the final determination on retention of the student.

Parents are encouraged to be involved in their student's education and progress and to utilize all available school programming to enhance the student's educational progress.

**Adopted:**

1973

**Legal Reference:**

**Revised:**

7/79, 3/92, 1/93, 8/04, 2/05, 3/11

# PUPIL PERSONNEL ADMINISTRATION

Series 500

**Policy Title:** Attendance of Pupils

**Code No:** 504

## NINETY PERCENT (90%) ATTENDANCE

The Fruitland School District recognizes that time on task is very important to the education of students. Students are expected to be present at school and in their assigned grade or subject at least ninety percent (90%) of the time that school is in session during each school term.

The Fruitland School District may deny a promotion to the next grade or deny credit to any student who does not comply with the attendance policy, even if the student has passing grades.

A child may be exempt from such compulsory attendance by recommendation of a licensed “medical and/or mental health professional” who must certify that the physical and/or mental condition does not permit attendance at school. A child may be exempt if the Board of Trustees rules that a child is a habitual truant or when the child’s conduct is disruptive of school order and discipline.

## DEFINITION OF ABSENCES

**Verified Absences** occur when a student is absent from school with the parent/guardian’s knowledge and consent:

- a. Verified absences will be counted when the percentage of attendance (90%) and consequent eligibility for promotions or credit is being considered.
- b. The notification for consent by the parent/guardian must follow the policies of the building principal.
- c. Verified absences may include, but are not limited to: student illness, medical or dental appointments, illness or death of family members, family conveniences, or pre-arranged absences.

**School Release Absences** occur when the student misses class(es) due to school-approved activities:

- a. School release will not be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.
- b. School release absences may include, but are not limited to: class field trips, meeting sessions with principals, approved sports events, etc.
- c. The notification for consent of absence must follow the policies of the building principal.

**Truancy Absences** will result when any student is absent from school or class(es) without the knowledge and permission of his/her parent/guardian’s or school authorities:

- a. Truancy will be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.
- b. No make-up privileges are allowed in the classes missed for truanancies.
- c. Continued truanancies may result in suspension/expulsion from school.

**Extraordinary Absences** may result in some circumstances:

- a. Extraordinary absences may include, but are not limited to: long-term, verified illness or medical treatment, and death amongst family members of close friends.
- b. Extraordinary absences will be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.
- c. Those students who have valid reasons to believe that all or part of their absences are the result of extraordinary circumstances may request a review of their case.



**Appeal Guidelines:**

Step 1: An attendance committee approved by the Board of Trustees will review the records and the circumstances and determine whether or not the student will receive credit.

Step 2: The decision of the attendance committee may be appealed to the school district Board of Trustees for a final decision. The appeal must be filed in writing to the school district office within ten (10) workdays after the receiving the decision from the attendance committee. The Board of Trustees will address the appeal in executive session at its next regular meeting. The Board's decision will be final.

Specific attendance rules and procedures for each building are documented in the school's student handbook. Student handbooks are available from each school office.

**Adopted:**

10-3-72

**Revised:**

1-14-74, 6-9-75, 10-10-77, 7-9-79

3-9-92, 1-13-93, 12-12-94, 8-11-08

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Discipline Code No. 504.1

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable rules and regulations for their respective facilities.

The primary responsibility for discipline rests with the teacher. Effective planning on the part of the teacher will eliminate most of the causes of bad pupil behavior. When it is necessary to discipline, the teacher must be sure of the facts, firm in his/her reaction and impartial in his/her decision.

Date of Adoption:  
December 12, 1994  
Revised: February 8, 2016

Legal Reference: (Code of Idaho)  
33-512; 33-1224

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Truancies Code No. 504.2

Fruitland School District No. 373, staying in compliance with Idaho Code, has adopted the following policy on Truancies.

Idaho Code, 33-202, requires that any child between the ages of seven (7) and sixteen (16) years of age must attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session. Exceptions to this code are children being instructed in subjects commonly and usually taught in the public schools of the State of Idaho, by a parent or guardian.

Under the Juvenile Corrections Act, truancy is a status offense. Truant students may be detained by a peace officer and held until released to a parent or guardian. (Idaho Code 20-516)

Truancy defined: A student is truant when he/she is not in their assigned place at the assigned time or if a student leaves that assigned place without permission from the instructor.

If a student of the Fruitland School District is found to be truant, the following punishment may be implemented:

First Offense - Student's parent or guardian will be notified. Student will be suspended for one full day of school.

Second Offense - Student's parent or guardian will be notified. Student will be suspended for two full days of school.

Third Offense - Student's parent or guardian will be notified. Student will be allowed to stay in school until a School Board Meeting can be scheduled. If the student obtains his/her fourth (4) truant offense while waiting for the School Board Meeting, the student will immediately be removed from school and will not be allowed to return until after the Board Meeting. The Board will determine further action.

After a student has been expelled by the School Board, a petition shall be filed with the probate court of the county in which the child resides, as provided in section 33-205, Idaho Code.

Date of Adoption:  
November 9, 1998  
Revised: 8/16/99

Legal Reference: (Code of Idaho)  
33-205, 33-202

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Suspension and Expulsion Code No. 505

A temporary suspension shall not exceed (20) twenty school days. The principal may suspend a student for a period not to exceed (5) five days for each offense that is serious enough to warrant suspension. The superintendent may extend the temporary suspension (10) days and the Board of Trustees, upon finding that immediate return to school would be detrimental to other students' health, welfare or safety, may extend the suspension for an additional (5) five days, making the total days for a temporary suspension (20) twenty school days.

A student may be suspended for disciplinary reasons or for conduct disruptive of good order or of the instructional effectiveness of the school. Only the Board of Trustees may expel a student from school.

Students with disabilities are subject to suspension and expulsion guidelines as established by Fruitland School District's adoption of Idaho's Special Education Implementation Manual.

Procedure: The principal or superintendent will:

- (1) Call the student to the office for an informal hearing. The student shall be given the chance to explain the circumstances or to deny the charges.
- (2) The principal or superintendent may determine if suspension is required. Explain circumstances to the student.
- (3) If the decision is to suspend, notify parents by phone. Do not send student home until parents have been notified and assumed responsibility for the student. If necessary, retain student at school until the end of the school day.
- (4) Send a written notice to the parents, and advise them of their right to a conference upon request. Parents must advise principal or superintendent at the conference if they intend to challenge the suspension and file a Notice of Intent to Challenge with the board.
- (5) Notify the Board of Trustees within one (1) day of the action taken.

If the parents challenge the suspension, the board shall schedule a hearing within thirty (30) days and give notice of parental right. The board shall render its decision within thirty-five (35) days following the hearing and give written notice of its decision to the parents.

Expulsion: The Board of Trustees may deny attendance at any of its schools to any pupil by expulsion for any of the following reasons:

- (1) habitual truant
- (2) conduct continuously disruptive of school discipline
- (3) conduct continuously disruptive of instructional effectiveness of the school
- (4) incorrigible

(5) whose presence in the public school is detrimental to the health and safety of other pupils.

Any student expelled may be re-admitted by the Board of Trustees under conditions (reasonable) prescribed by the board. Re-admission does not prevent the Board from again expelling the pupil for cause.

Procedure: The Board of Trustees will notify the parent or guardian of the proposed expulsion. The notice will give the time and place for the hearing at which the parent or guardian may appear to contest the expulsion. An electronic recording of the hearing will be available to authorized individuals or agencies for three (3) years at which time the recording will be destroyed.

The notice will state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence, and to cross-examine witnesses who may appear against him.

Within a reasonable time of the notice the pupil will be granted a full and fair hearing on the proposed expulsion.

Any pupil who is within the age of compulsory attendance who is expelled will come under the purview of the Youth Rehabilitation Law. An authorized representative of the Board (generally the Superintendent) shall file a petition with the magistrate division of the district court in the county of the pupil's residence (sec. 16-1807, Idaho Code).

Some specific reasons for Suspension and/or Expulsion are:

- (1) Swearing or use of obscene language
- (2) Insolent behavior to faculty or staff
- (3) Truancy and/or "cutting" classes
- (4) Forging notes or passes
- (5) Theft
- (6) Disregard for the rights of others
- (7) Vandalism of school property
- (8) Use of tobacco, controlled substances or drinking alcohol on school property
- (9) Attending class while under the influence of illegal non-prescription drugs and/or alcohol
- (10) Repeated violations of school rules and regulations
- (11) Fighting
- (12) Possession of Weapons

Date of Adoption:

1979

Legal Reference: (Code of Idaho)

33-205, Senate Bill 1140

Revised 3/9/92, 1/13/93, 7/10/95

# PUPIL PERSONNEL ADMINISTRATION

## Series 500

Policy Title: Prohibition of Weapons

Code No: 505.1

*This Fruitland School District is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The school district's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process.*

### PROHIBITIONS

Students attending Fruitland schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

### DEFINITIONS

“Possess” is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student's person;
2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
4. The student's locker; or
5. Any other school-related or school-sponsored event, regardless of location.

*“Deadly or dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length as defined in 18 U.S.C. Section 930. “Weapon” additionally includes a knife with a blade of any length.*

“Firearm” shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921, and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns.

### INVESTIGATION

*The school principal and/or superintendent will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the school principal and/or superintendent, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the*

*school principal and/or school staff. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.*

## **DISCIPLINARY ACTIONS**

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The principal may refer the student to the school district administrative review committee to conduct an informal review of any violation of this policy to determine if the violation should be sent to the school district Board of Trustees for an expulsion hearing. The Board of Trustees may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act.

Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student’s actions; the risk of harm to the students, district personnel, and patrons; the student’s academic standing; the likelihood of recurring violation; and the student’s prior conduct.

### **Expulsion Mandated by Federal Law**

The school district Board of Trustees shall expel a student when the student’s actions violate federal law, as set forth in the Gun-Free Schools Act and Idaho law, regarding the prohibition of weapons:

**Gun-Free Schools Act.** A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 U.S.C. Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to expel a projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms.

Specifically excluded from the definition of “weapons” pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are weapons which are used in activities, approved and authorized by the school principal and/or superintendent, when appropriate safeguards are taken to ensure student safety.

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The school district Board of Trustees may modify the expulsion order on a case-by-case basis, taking into account the individual circumstances and the severity of the incident.

### **Referral to Law Enforcement**

The school district will refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act or Idaho law, to law enforcement. The school district Board of Trustees may, at its discretion, refer other students who violate this policy to law enforcement.

## **STUDENTS WITH DISABILITIES**

Disciplining students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, under this policy will follow federal guidelines.

## **DENIAL OF ENROLLMENT**

This school district will not consider admitting a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code Section 33-205.

### **ADOPTED:**

9-12-94

### **AMENDED:**

10-94; 1-08, 3-11

### **LEGAL REFERENCE:**

Idaho Code Sections

33-205

18-3302D

18 USC 921

18 USC 930

Elementary and Secondary Education Act,  
Section 4141 (2001)





PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Supervision for Pupil Safety Code No. 506

All teachers will familiarize themselves with established plans for evacuation of the school plant in the event of fire or other disaster.

Teachers assigned to bus duty and playground duty will strictly adhere to the rules and regulations established by the administration for such supervision.

Students who ride the school bus to school activities must return on the bus. The use of private cars to school events during school time when bus transportation is provided is prohibited unless prior permission is secured from the school administration. This permission will be given only in exceptional cases and, at no time, without the written approval of each student's parents. Transportation of babies and young children which require the use of child safety seats will not be allowed to ride district owned school buses. Transportation of other non-authorized individuals will be left to the discretion of the building principal.

Date of Adoption:  
1979  
Revised 3/9/92, 1/13/93

Legal Reference:  
SBE Rule 08.02.4, 4.1

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Approved Pupil Organizations and Activities Code No. 507

Fruitland High School is a member of the Idaho High School Interscholastic Activities Association, the Third District Activities Association and the Western Idaho Conference, and participates in the activities sponsored by these associations. These activities may include athletics, music, speech, drama and debate.

Local organizations include annual, band, cheerleaders, choir, each of the classes, drama, drill team, F-Club, FFA, FFL, JSA, National Honor Society, BPA, pep club, ski club, Spanish club, natural helpers and Students for Global Awareness.

All classes and organization functions must have prior approval of the principal.

The initiation plans for new members of clubs and organizations must be presented to the principal for approval prior to the initiation. No hazing type of initiation will be permitted. All initiating will be done under the supervision of the faculty sponsor. Initiates will not be fed or made to eat anything. Initiates won't be painted or have any material placed on them that will either be difficult to remove or that will deface school property.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Eligibility for Student Organizations and Activities Code No. 508

Students must be passing five solid subjects to be eligible to compete in any extracurricular activity of Fruitland High School.

A student may hold only one major and one minor office at one time, except the President of the National Honor Society. To hold a major office, a student must have and maintain a "C" average for the semester period. All students participating in interscholastic athletics must take accident insurance which is available through the school, or have a note showing adequate insurance.

Pupil accident insurance is available to all students at a small annual cost.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Student Policy on Life-Threatening Illness Code No. 509

The Fruitland School District recognizes that students with life-threatening illnesses including, but not limited to, cancer, heart disease and AIDS, may desire to continue to engage in as many of their normal pursuits as their condition allows, including school attendance. The district further recognizes that federal law, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, protects students with life-threatening illnesses from discriminatory actions.

Therefore, it is the policy of the Fruitland School District to enroll students with life-threatening illnesses in school and to encourage attendance. Enrollment and attendance will be based on medical evidence and discussions with the student and/or his/her family. As long as such students are able to attend school and medical evidence indicates that their conditions are not a direct threat to themselves or others, they will be encouraged to continue school attendance.

Date of Adoption:  
February 14, 1994

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title AIDS Policy (Acquired Immuno Deficiency Syndrome - HTLV III Viral Infections)

Code No. 509.1

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

The determination of whether an infected student (employee) shall be permitted to attend classes and participate in school activities with other students shall be recommended by an evaluation team on a case by case basis to the Board of Trustees. The Board of Trustees shall consider the evaluation teams' recommendation and make a final non-precedential determination. The evaluation team shall be composed of public health personnel, the student's physician, the student's parents or guardian, school district counsel, and appropriate school personnel as determined by the Board of Trustees. In making this recommendation, the team shall consider in each case: (1) the behavior, neurological development, and physical condition of the student; (2) the expected type of interaction with others in the school setting; and (3) the risks and benefits to both the infected individual and others in the school setting.

Date of Adoption:

October 19, 1987

Revised 3/9/92, 1/13/93, 2/14/94

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Exclusion for Communicable Diseases Code No. 509.2

Pursuant to authority in Idaho Code Section 33-512 (7), the Board of Trustees has the power to exclude from school students with contagious or infectious diseases or who are under quarantine. The Board will also close school(s) on order of the State Board of Health or other local health authorities.

The school district's Board of Trustees delegates to the Superintendent of Schools or his/her designee it's authority to exclude from school students with contagious or infectious diseases or who are under quarantine.

The Superintendent or his/her designee will also close school on order of the State Board of Health or local health authorities. Any exclusions or closure under this policy will be reported to the Board at the next regular meeting.

**Adopted:**  
9-14-09

**Legal Reference:**  
Idaho Code 33-512

# PUPIL PERSONNEL ADMINISTRATION

## Series 500

Policy Title: Drug, Alcohol, and Tobacco Policy

Code No. 510

### PHILOSOPHY

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

### DEFINITIONS

“Alcohol” any alcoholic beverage (including beer, wine and liquor as defined by Section 23-105 and 23-112 of Idaho Code)

“Assessment Team” specially trained school and community members as selected by the school counselors and administration.

“Controlled substances” include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

“Course of conduct” involves a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.

“Drug” includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

“Drug Paraphernalia” any item, implement, object, or material employed in the use, possession, transport, or sale of any mood altering or controlled substance.

“Extra-curricular activities” any school sponsored or related activities that do not take place in the classroom.

“Illegal Drugs” any controlled substance as defined by Section 37-2701, Idaho Code (not including over-the-counter drugs or prescription drugs which have been prescribed by a doctor or dentist, and/or any other substance which alters or changes a person's mood, and/or anabolic steroids).

“In-School Assessment” an assessment by the in-school assessment team to determine need and generate recommendations.

“Intentionally harass” means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

“Intervention Trained” any public educator, counselor or administrator who has completed a state accredited course related to illegal drugs, their physical characteristics, physiological effects and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom.

“Reasonable suspicion” means an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the “use” or “under the influence” provisions of Idaho Code Section 37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.

“School premises” includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

## **POLICY**

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district’s drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs/alcohol/tobacco;
2. He or she admits to using, possessing, selling, buying, or distributing drugs/alcohol/tobacco on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs/alcohol/tobacco, or related paraphernalia, on school premises;
4. He or she is found to possess drugs/alcohol/tobacco, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs/alcohol/tobacco or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs/alcohol/tobacco or related paraphernalia are being used, sold, bought, or distributed on school premises.

## **ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE**

Any student who voluntarily discloses using or being under the influence of alcohol, tobacco or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

6. Disclosure is held confidential on a faculty need-to-know basis; and
7. Notification of the disclosure and availability of counseling is provided to the student’s parent/guardian.

There shall be no disciplinary action, provided the student follows the guidelines set out in the section marked “Referrals to Drug, Alcohol, and Tobacco Assessment Team” of this policy.

## **ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT**

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol, tobacco or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student’s parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests “using” or “being under the influence” of alcohol, tobacco or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol, tobacco or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to,



providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

## **ENFORCEMENT PROCEDURES**

A student found to be in violation of the Fruitland School District drug, alcohol and tobacco policy for the first time will be subject to the following procedures:

### FIRST OFFENSE

1. School will contact parent/guardians.
2. School will refer to law enforcement.
3. Student will receive a five (5) day suspension from school if the student agrees to a referral to the school district "Drug, Alcohol, and Tobacco Assessment Team" for review, enrollment and satisfactory completion of a private drug, alcohol, and/or tobacco education class pre-approved by the school district "Drug, Alcohol, and Tobacco Assessment Team"
4. Student will receive a nine (9) day suspension from school if the student does not agree to referral to the school district "Drug, Alcohol, and Tobacco Assessment Team" and enrollment in a drug, alcohol, or tobacco education class.

A student found in violation of Fruitland High School's and/or Fruitland Middle School's extra-curricular regulations regarding Drug/Alcohol/Tobacco use, on or off campus, will be subject to the following procedures:

1. Students participating in extra-curricular and/or interscholastic activities, who agree to a referral to the school district "Drug, Alcohol, and Tobacco Assessment Team" for review, enrollment in and satisfactory completion of a private drug, alcohol, and/or tobacco education class pre-approved by the school district "Drug, Alcohol, and Tobacco Assessment Team", will be ineligible to participate for a minimum of 25% of the total regular season contests, a minimum of three weeks of activities or a maximum of six games/activities. A student must attend practice and complete the current season or the suspension will carry over to the next season in which the student participates; the time of ineligibility will begin with the first scheduled contest after the infraction. Should a student violate the Drug, Alcohol and Tobacco policy between seasons, including the summer, ineligibility will begin at the beginning of the next sport in which the student participates. When figuring a percentage of the season to be missed any part of a contest will be rounded up to the next whole number, i.e. 25% of 13 regular season contests = 3.25; contests missed = 4. In the event of an infraction occurring while an athlete is not currently participating in a sport the athlete may not join a sport after its start date in an attempt to complete the imposed suspension.
2. Students participating in extra-curricular and/or interscholastic activities, who do not agree to a referral to the school district "Drug, Alcohol, and Tobacco Assessment Team" for review, enrollment in and satisfactory completion of a private drug, alcohol, and/or tobacco education class pre-approved by the school district "Drug, Alcohol, and Tobacco Assessment Team", will result in a one calendar year suspension from all extra-curricular and interscholastic activities from the date of the infraction to the corresponding date the following year, i.e. May 1, 2010 – May 1, 2011.

### SECOND OFFENSE

1. A student will be ineligible to participate in any extra-curricular and interscholastic activity for a minimum of one (1) year from the date of infraction, i.e. May 1, 2010 – May 1, 2011 and must agree to a referral to the school district "Drug, Alcohol and Tobacco Assessment Team" for review, enrollment in and satisfactory completion of a private drug, alcohol and/or tobacco education class pre-approved by the school district.
2. Students participating in extracurricular and/or interscholastic activities, who do not agree to a referral to the school district "Drug, Alcohol and Tobacco Assessment Team" for review, enrollment in and satisfactory completion of a private drug, alcohol class pre-approved by the school district "Drug, Alcohol and Tobacco Assessment Team", will result in forfeiture of eligibility to participate in extra-curricular and interscholastic activities for the remainder of their high school career.

### THIRD OFFENSE

1. Will result in a forfeiture of student's eligibility to participate in extra-curricular and interscholastic activities for the remainder of their high school career.

### **REFERRALS TO DRUG, ALCOHOL, TOBACCO ASSESSMENT TEAM**

#### STAFF/OTHER REFERRALS

When a staff member or other concerned person refers a student to the Assessment Team, the person making the referral must complete a Response Form to be forwarded to the Assessment Team.

#### SELF REFERRALS

If a student voluntarily requests assistance from school officials with regard to an alcohol, tobacco and/or substance use/abuse problem, there shall be no disciplinary action provided that:

1. The student is not under the influence or in possession of alcohol, tobacco and/or illegal/controlled substance at the time help is requested.
2. The student will discuss concerns with parent(s) or legal guardian(s). An Assessment Team member will support the student in discussing a substance abuse problem with the parent(s) and/or legal guardian(s).
3. The student meets with a school assessment team member or professional person and follows recommendations which may include:
  - a. In-school intervention: Assessment Team, Peer Support Groups, Contractual Agreements.
  - b. Out-of-school Intervention/Treatment: Assessment by a community agency, narcotics anonymous, education programs through community programs.
  - c. Family-based information and support: Tough love, Al-Anon, Ala-teen, community agency programs, contractual agreements.

Subsequent voluntary requests automatically result in a referral to the team, with an assessment required.

### **SEARCH AND SEIZURE**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be search whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety or security. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

### **STUDENTS WITH DISABILITIES**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

### **IMMUNITY FOR GOOD FAITH IMPLEMENTATION**

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

### **INTENTIONAL HARASSMENT**

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

## **NOTICE**

Upon revisions of this policy, the school administrator will provide notice of the policy to each student and parent/guardian. A copy of the policy will be provided to each student, as well as to the parent/guardian, at the time of registration in a district school.

### **ADOPTED:**

June 12, 1995

### **AMENDED:**

6-9-97  
11-9-98  
2-12-07  
8-9-10  
11-8-10

### **LEGAL REFERENCE:**

Idaho Code Sections:

33-205, 20-516, 33-210, 37-2705,  
37-2732C

Drug-Free Schools and Communities

Act of 1988

PL 100-690 and all subsequent  
amendments

Individuals with Disabilities Education Act

PL 94-142 and subsequent amendments

Section 504 of the 1973 Rehabilitation Act

Americans with Disabilities Act

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Voluntary Random Drug Testing Program Code No. 510.1

The Fruitland School District is offering a free voluntary - random drug testing program to the students of our school district. Fruitland School District wishes to remain pro-active by offering students a drug free and safe learning environment. We are implementing this program in an attempt to provide parents or guardians with information which may help their child succeed. The District feels that a program such as the one outlined in the following pages will heighten student awareness, discourage the use of controlled substances, and offer students another reason to say NO to drugs.

Employees and associates of the Fruitland School District will maintain the highest degree of confidentiality and professionalism while administering the program governed by this policy; however, Fruitland School District cannot control the actions or comments of all students and/or parents.

This program is completely voluntary. The names of those wishing to participate, and the names of those not wishing to participate, will be held in the strictest confidence.

### **GUIDELINES**

1. This program is completely voluntary and students must be enrolled by a parent or legal guardian.
2. Students in grade 9-12 at Fruitland High School are eligible for this program.
3. Parents or legal guardians may remove their child or children from the voluntary - random drug testing program at any time with complete anonymity.

### **SELECTION AND PROCEDURE**

1. Testing will take place during each month of the school year (September - May). Testing will occur on a randomly chosen date or dates during the targeted months.
2. A selected group of students will be tested each month. These students may be tested in any size group or groups and may be tested on different days.
3. Students will be selected from a pool of students who are enrolled in the program by a parent or legal guardian.
4. The students will be randomly selected by computer.
5. The names of the selected students will be known only to the High School Principal and/or Counselor.
6. The names of students selected will be returned to the pool for possible reselection after a one month absence from the pool and process. Students may be selected more than once during the school year.

### **TESTING PROCEDURE**

1. Drug testing will be done at a local clinic under the care and guidance of qualified health care professionals at no cost to the student or the student's family.
2. Results of the drug test will be sent by the clinic via certified mail to the parent or legal guardian of the student and will remain known only to them. Parents and/or legal guardians may or may not choose to make the results known to outside sources.
3. Test results will be accompanied by an information packet which provides the parent or legal guardian with information about agencies and other sources which provide help to people with substance abuse problems.

4. If the parent or legal guardian wishes to make the results known to the school district and the results are positive, Fruitland School District will offer it's services in an attempt to help the student.
5. Positive test results which are made known to Fruitland School District by participating parents or students, will place the student under the guidance of the Fruitland School District's Drug and Alcohol Policy and the student will be subject to the guidelines and penalties defined in the policy.
6. Once a student is selected, all reasonable attempts to contact the parent or legal guardian will be made. If the parent or legal guardian cannot be contacted, the School Administrator will refer to the signed application for further instructions. If the parent or legal guardian has indicated that the student shall not be tested without notification, the student's name will be returned to the pool of eligible students in the computer and another student will be selected.
7. If any student refuses to be tested following selection, the parent or legal guardian will be contacted. If the parent or legal guardian is unsuccessful in his or her attempt to gain compliance, the student's name will be returned to the pool of eligible students and another student will be selected.

ENROLLMENT FORM  
Fruitland School District #373  
Voluntary - Random Drug Testing Program

I have read and understand the procedures and guidelines described in the Fruitland School District's Free Voluntary - Random Drug Testing Program. I wish to enroll my child or children in this program.

I realize that I may withdraw my child from this program at any time.

By enrolling my child in this program, I also grant permission to Fruitland School District to transport my child to and from the local facility where the testing will take place.

Student(s) Name(s):

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\* Check One Below

- ( ) I will allow my child to be drug tested under the guidelines and procedures of this policy only if the school is able to make contact with me and/or my spouse, after selection and before testing.
- ( ) I will allow my child to be drug tested under the guidelines and procedures of this policy without my prior knowledge, provided all reasonable attempts to contact me and/or my spouse have been made.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

Date of Adoption:  
June 9, 1997

Legal Reference: (Code of Idaho)

\_\_\_\_\_

\_\_\_\_\_

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Extra-Curricular Random Drug Testing Code No. 510.2

Students participating in interscholastic athletics represent the community, the school, and their peers. When an athlete uses illegal substances and /or alcohol, such use impinges upon the team's motivation, cohesiveness and performance. As a result, the well being of the individual, the team, and the general school community is diminished by an athlete's use of illegal substances and/or alcohol.

As participation in athletics is a privilege, not a right, student athletes voluntarily subject themselves to a degree of regulation higher than that imposed on students generally. Students who voluntarily participate in school athletics have reason to expect intrusions upon normal privileges, including privacy.

This school district will test student athletes for illegal substances and/or alcohol use by administering urine analysis tests. This policy applies to all district students participating in athletics sponsored by the Idaho High School Athletic Association (IHSAA).

This drug-testing program shall be instituted and conducted according to the procedures set forth below. Before any student participates in any interscholastic athletic program (including cheerleading and dance/drill team) at Fruitland High School, the student and the student's custodial parent or lawful guardian shall execute and deliver to Fruitland High School a written consent in the form attached hereto as Exhibit A. Any student who refuses or fails to provide a duly executed consent, or who refuses or fails to comply with the provisions of this policy shall not be allowed to participate in any interscholastic athletic program, (including cheerleading and drill/dance team) sponsored by Fruitland High School.

### **Definitions**

*Student Athlete*—Any student participating in any interscholastic athletic program sponsored by the IHSAA, including cheerleading and drill/dance team; non-athletic activities sponsored by the IHSAA are specifically excluded from this policy.

*Sports Season*—The period of time identified by the IHSAA during which schools are allowed to practice and compete in IHSAA sponsored competitions for a particular sport. If no period of time is identified by the IHSAA, the sport season shall begin the date of the first practice and expire on the date of the final competition or performance.

### **General Provisions**

1. The results of the tests will be disclosed only to the student, parent/guardian and those school personnel who have a need to know.
2. If it is reasonably suspected that a student athlete is using drugs or alcohol, this district's policy on student drug and alcohol use will be followed (Policy No. 510).
3. The school district will pay any costs associated with collecting urine samples and testing by an independent laboratory for the initial testing of the sample, as well as all administrative fees necessary to implement this policy.

## **A. STUDENT SELECTION**

At the option of the Fruitland School District, all student athletes who are currently participating in a sport or qualified activity may be tested for drug or alcohol use at the beginning of any sport season. In addition, random testing of student athletes who are currently participating in a sport or qualified activity may be conducted during the sport season on a bi-weekly basis or any other frequency determined by the District.

Selection for random testing will be by lottery drawing from a “pool” consisting of all student athletes participating on a team engaged in interscholastic athletic programs sponsored by the District at the time of the drawing. Separate pools shall be established on a team-by-team basis. The Superintendent or his/her designee shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to: assuring that the names of all participating student athletes are in the pool; assuring that the person drawing names has no way of knowingly choosing, or failing to choose particular students for the testing; assuring that the identity of students drawn for testing is not known by the person making the selection or by persons involved in the analysis of urine specimens, and assuring direct observation of the selection process by at least one other adult.

## **II. PROCEDURES FOR RANDOM DRAWING**

Prior to the start of practice for a particular sport, all students in Fruitland High School, who wish to participate in such sport, shall submit a signed consent in the form attached hereto as ‘Exhibit A’. When students are given the consent forms, they shall also be given a copy of the District’s Drug Testing Policies and be fully advised of the manner in which the drug-testing program will be operated.

From the date of the first practice until the date of the final competition for each sport, a maximum of twenty percent (20%) of the total number of participants on each team may be tested every two weeks or on any other frequency determined by the district. To assure the anonymity of the athletes tested, each athlete will be assigned a number at the beginning of testing. These numbers and the identity of the student to whom such number are assigned will be known only to the District Athletic Director, who will assign these numbers and secure the list, and to the Superintendent. The Superintendent or his/her designee will keep the number lists in a secure place where access is limited only to them. All lists will be destroyed within thirty (30) days after the end of the sport season, except the numbers for students who have tested positive for use of illegal drugs or alcohol. These may be kept until the student is eligible to again participate in interscholastic sports.

After all numbers are drawn for a particular testing period, they will immediately be returned to the pool of numbers for the next test, in order to assure randomness of draw. It is possible that the number of an athlete may be drawn several times during the season, or not drawn at all.

## **III. URINE SAMPLING PROCEDURE**

Urine samples will be collected by an approved private agency and the collection of samples shall be conducted according to procedures, sufficient to meet Federal DOT (Department of Transportation) Standards, which protects the privacy of the student and ensures the accurate labeling of urine samples. A lab test procedure will be used by the private agency for re-testing in the case of a positive onsite test.

Students who refuse to provide a sample will be considered to have tested positive.



#### **IV. PRESCRIPTION MEDICATION**

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to the high school principal. The student will have 24 hours or until the next school day from the time of testing to submit the prescription drug verification in a sealed envelope. The high school principal or his/her designee shall submit the sealed envelope, unopened, to the testing agency for consideration in making an analysis. Similar situations will be addressed in consultation with the drug testing company.

#### **V. SCOPE OF THE TEST**

The testing lab will be instructed to test for one or more controlled substances or alcohol. The superintendent and his/her district office personnel designee shall decide which illegal drugs will be screened, but in no event shall that determination be made after the selection of students for any testing period. Urine samples will not be screened for the presence of any substance other than an illegal drug or alcohol, nor for the purpose of identifying the existence of any disability or physical condition or psychological condition.

#### **VI. ACCESS TO RESULTS**

The testing lab will be authorized to report results only to the Superintendent or to such other adult persons as the Superintendent may designate. Positive test results will be relayed to the Athletic Director. Test results shall be destroyed at the expiration of one year after the last day of the sports season for the school year in which the tests were conducted, except with respect to athletes who have been tested positive.

#### **VII. PROCEDURE IN EVENT OF POSITIVE RESULT**

Whenever a student athlete's test result indicates the presence of an illegal drug or alcohol, the following procedure shall be followed:

1. Student's parent(s) or legal guardian(s) and the building principal shall be notified.
2. After the meeting with the building principal, the athlete's number will be returned to the pool.

#### **VIII. CONSEQUENCES OF A POSITIVE DRUG TEST**

In the event a student tests positive for the use of alcohol or the unauthorized or illegal use of a drug or drugs, the student will be remanded to the custody of the Care Team. The student will then fall under the guidelines of the Fruitland School District's current Drug, Alcohol, and Tobacco Policy (No. 510).

#### **IX. NON-PUNITIVE NATURE OF POLICY**

Detection of illegal substance or alcohol use obtained pursuant to this policy will not be used as a basis to discipline a student or penalize him or her academically. Such detection will not be made part of a student's permanent record, and does not constitute reasonable suspicion, pursuant to Idaho Code Section 33-210. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or legal process, which the school district will not solicit.

## **X. CONFIDENTIALITY**

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests shall be kept confidential among the Superintendent, building principal, athletic director, head coach, or their designees, and the student's parent or legal guardian.

## **XI. QUALIFIED INDIVIDUAL WITH DISABILITY**

This program is not intended to, nor shall it be used in any manner which results in the exclusion from participation in or denial of benefits, services, programs or activities of the district to, or in discrimination against, any qualified individual with a disability, solely on account of, or by reason of such disability. This program shall be interpreted and administered in accordance with Title II of the American's with Disabilities Act (42 U.S.d. 12101, et, seq) and Section 504 of the U.S. Rehabilitation Act of 1973 (29 U.S.C. 794).

## **XII. OBSTRUCTION OF TEST**

Any student athlete who willfully provides a false urine sample or otherwise tampers with a urine sample or undertakes any effort to obstruct, evaluate, or impair the accuracy of a drug test, shall likewise be prohibited from or suspended from participation in interscholastic athletics for the current sport season and the next sport season for which the student is otherwise eligible and qualified to participate.

Legal References: Idaho Code Section 33-512(12)  
Virginia School District 47J v. Action, 115 S. Ct.2386 (1995)  
Todd v. Rush County Schools, 139 F. 3d 571 (1998)

Date of Adoption: August 13, 2001

Revised: September 12, 2016

Revised: November 15,2017

**Exhibit A**  
**Student-Parent/Guardian**  
**Drug Testing Consent Form**

**Fruitland School District #373**

I understand that my performance in Idaho High School Activities Association (IHSAA) sponsored events and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Fruitland School District and the sponsors for the activity in which I participate.

I have read the Extracurricular Drug Testing Policy, understand its terms, and authorize Fruitland School District to conduct a test on a urine specimen which I provide to test for drugs and/or alcohol use according to the steps set forth in this policy. I also authorize the release of information concerning the results of such a test to the Fruitland School District and to the parent/legal guardian of the student.

Pursuant to the Family Education Rights of Privacy Act 34 CFR part 99, this form will be deemed consent for the release of the above information to the parties named above.

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**(Student Signature)**

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**(Date)**

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**(Parent/Guardian Signature)**

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**(Date)**

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Student Release Time Code No. 511

Upon application of a student's parent or guardian, or if the student has attained the age of 18 years, upon application of the student, a student attending Fruitland High School may be excused from school for a period not to exceed 5 class periods per week. Scheduling of such release time shall be up to the reasonable discretion of the Board of Trustees or their designees. Transportation restrictions are detailed on the application.

Date of Adoption:  
October 14, 1991  
Revised 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)  
33-519

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Sexual Harassment Policy Code No. 512

### GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended.

It is the policy of Fruitland Public Schools to maintain a learning and working environment that is free from sexual harassment. The Fruitland Public Schools prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Fruitland School District Number 373 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

### SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

1. Sexual harassment may include, but is not limited to:
2. verbal harassment or abuse;
3. subtle pressure for sexual favors or activities
4. inappropriate patting, pinching or touching

5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures;
8. continued or repeated sexual jokes, language, flirtations, advances or propositions;
9. display in the buildings, grounds or work place of sexually suggestive objects, pictures, posters, cartoons, graffiti, or clothing;
10. harassment constantly targeted at only one sex, even if the content of the verbal abuse is not sexual.

### REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the Fruitland School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District strongly encourages the reporting party or complainant to put the allegation in writing as soon as possible.

1. In each building. The building principal is the administrator responsible for receiving oral or written reports of sexual harassment at their building level. The Transportation Supervisor, Maintenance Supervisor and Food Service Supervisor are the administrators responsible for receiving oral or written reports of sexual harassment in their respective departments. Upon receipt of a report, the administrator must notify the Superintendent immediately without screening or investigating the report. A written report from the administrator will be forwarded simultaneously to the Superintendent. If the report was given verbally, the administrator shall reduce it to written form within one working day and forward it to the Superintendent. Failure to forward any sexual harassment report or complaint will result in disciplinary action. If the complaint involves an administrator, the complaint shall be filed directly with the Superintendent.
2. District wide. The School Board hereby designates the Superintendent as the School District's Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, student or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed with the School District Board of Trustees. The School District will conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

3. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, work assignments, grades, or other educational opportunities.

The Fruitland School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligation and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

#### INVESTIGATIONS AND RECOMMENDATIONS

By the authority of the School Board, the Superintendent, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by the Fruitland School District Officials, or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

The School District Human Rights Officer shall make a report directly to the School Board upon completion of the investigation.

#### SCHOOL DISTRICT ACTION

1. Upon receipt of a recommendation that the complaint is valid, the Fruitland School District will take such action as appropriate based on the results of the investigation.
2. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### REPRISAL

The Fruitland School District will discipline any individual(s) who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, real or implied.

## NON-HARASSMENT

The School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship, without a discriminatory employment effect, requires a determination based on all the facts and surrounding circumstances. False accusation of sexual harassment can have a serious detrimental effect on innocent parties.

### VIII. RIGHT TO ALTER NATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Idaho Human Rights Commission, initiating civil action or seeking redress under state criminal statutes and/or federal law.

### SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under Idaho Child Welfare Code. In such situations, the Fruitland School District shall comply with the Idaho Statute concerning reporting suspected child abuse.

### DISCIPLINE

Any school district action taken pursuant to this policy will be consistent with requirements of all applicable policies of the Fruitland School District. The Fruitland School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

Date of Adoption:

April 11, 1994

Legal Code (Code of Idaho):

Section 703 Title VII of Civil Rights

Act of 1964



PUPIL PERSONNEL ADMINISTRATION  
Series 500

Policy Title: Bullying Awareness Week Policy No. 512.1

The Fruitland School District is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and will not be tolerated in the district. It is important that the students and parents have an awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause, which may include the increased risk of teenage suicide.

Therefore, the District hereby designates the third week of September as “Bullying Awareness Week.”

The School Principal shall designate certain activities for Bullying Awareness Week. The objectives for the activities for Bullying Awareness Week should include, but are not limited to:

1. Recognize that bullying is a serious issue that has damaging effects for our society such as the tragic school shootings which occurred on April 20, 1999 in Littleton, Colorado at Columbia High School.
2. Recognize that bullying is not an acceptable part of how we should treat each other
3. Teach students and staff the District’s policy on bullying and the consequences
4. Help students and staff recognize that bullying behaviors have different forms
5. Recognize the tremendous leadership potential of our youth
6. Celebrate/recognize those who are making a difference in addressing bullying
7. Prepare for further work that needs to be done in the future

Date of Adoption:  
October 9, 2006

Legal References: 20 U.S.C. § 1681, et  
seq. Title IX of Educational Amendments  
34 CFR Part 106  
I.C. § 67-5909 Acts Prohibited

## PUPIL PERSONNEL ADMINISTRATION

### Series 500

Policy Title: Hazing, Harassment, Intimidation, Bullying, Menacing Policy No. 512.2

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

#### **Definitions**

1. "Third Parties" include, but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements. Forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, [sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location].
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
6. "Bullying is repeated unwanted, aggressive behavior that involves an imbalance of power and that results in physical or emotional harm.

7. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

This policy may include any act that substantially interferes with a student's educational benefits, opportunity or performance, that takes place on school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop or that negatively impacts the educational environment at school, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Confidentiality**

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquires and/or complaints are dealt with in confidence.

### **Policy Distribution**

Information about this policy must be distributed to the school community in the student handbook. Faculty and staff will be reminded annually about the policy. All new faculty and staff members will be given a copy of the policy as part of their orientation program.

### **Complaint Procedures**

Building principals and the superintendent have responsibility for the investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I            Any hazing, harassment, intimidation, bullying or menacing information (complaints, rumors, etc.) shall be presented in writing on the harassment complaint form to the building principal. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.



**HARAASSMENT COMPLAINT FORM**

Fruitland School District No. 373

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student's/Complainant's  
Name \_\_\_\_\_  
(We will use our best efforts to keep this report confidential)

Who was responsible for the harassment or  
incident(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s), time(s), and place(s) the incident(s)  
occurred \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were other individuals involved in the incident(s)?      yes      no  
If so, name the individual(s) and explain their roles  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did anyone witness the incident(s)?      yes      no  
If so, name the witness  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any evidence of the harassment (i.e. letters, photos)      yes      no  
If so, please describe and/or provide copies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you take any action in response to the incident?            yes            no

If yes, what action did you take

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Were there any prior incidents?                                    yes            no

If so, describe any prior incidents

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant: \_\_\_\_\_

Signature of parent/legal guardian (if applicable): \_\_\_\_\_

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Crisis Management Policy Code No. 513

Through team intervention we feel the district can help staff maintain professionalism (team members supporting one another), help if litigation should develop and provide better safety for all involved. Through implementation of a district-wide crisis intervention program, we will begin to effectively deal with crisis situations in a confident, competent, and sensitive manner.

A crisis involves a critical trauma that has (or will) disrupt the normal process of the school day. A crisis situation is an individualized matter, and the disruption of the school will depend on a variety of factors. The loss may be dealt with easily or it may be more difficult. In either case, we must be prepared to handle these situations, whether large or small.

The crisis intervention principle is to do things “with the troubled individual” rather than “to” or “for” him/her. With that idea in mind, we can then look at some basic counseling principles and techniques to foster healthy feelings and attitudes concerning grief and loss. When used in conjunction with a detailed district-wide plan for action, these techniques and principles can be a positive beginning in an effective crisis management program.

The Crisis Team will consist of the following members:

1. ADMINISTRATOR/DESIGNEE: making sure crisis procedures are in operation and functioning effectively.
2. TEACHER(S): being alert to possible student problems and referring these problems to the proper resources.
3. COUNSELORS: working with the team to initiate strategies in the management of the crisis.
4. NURSE: acting as a consultant, and coordinating with faculty, parents, physician, and students regarding the health and welfare of the student population.
5. LAW ENFORCEMENT REPRESENTATIVE: aiding with the legal aspects of crisis management.
6. SCHOOL SECRETARY (IES): being alert to possible student problems and referring these to the proper resources.
7. PARENTS: become a part of the crisis management team when deciding the proper direction for the best treatment of the child. In case of death, the school coordinates with the parents regarding funeral attendance and school programs.
8. MINISTERIAL COUNCIL AND CHURCH REPRESENTATIVES: work with team to initiate strategies in the management of the crisis.

Crisis team members will meet annually, in order to review policy and receive any training necessary.

The following suggested procedures are intended to serve as guidelines to the team in dealing with tragic events that affect the total functioning of the school population (i.e. accidents, deaths, or disasters). The team may also need assistance in dealing with threats to individuals health and/or safety (i.e. suicide threats or gestures, threats against students or faculty members, out of control behaviors, etc.).

1. Ancillary team members are notified to report to the school to join other team members in dealing with the crisis.
2. The team members from each school will facilitate notification of staff members and faculty during a crisis.
3. Each team member will be responsible to call their assigned faculty or staff members.
4. The team meets with the principal acting as the team leader who informs the team of the known facts and helps formulate a plan of action. Duties are assigned to team members and communication procedures are established.

Date of Adoption:  
October 10, 1994

Legal Reference: (Code of Idaho)



## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Fruitland School District Policy for Administering Idaho's Dual Enrollment Policy

Code No. 514

### **GENERAL:**

The Board of Trustees, after review of communications of explanation from the State Superintendent of Public Instruction, the State Department of Education and the Deputy Attorney General assigned thereto and other affected parties and advisors, has promulgated the following policies to attempt to comply with and to assist in the administration and implementation of the provisions of Idaho Code, 33-203, (Dual Enrollment Statutes) consistent with other state statutes, this School Board's policies and State Board of Education Rules and Regulations. Because of the complex nature of this statute and the vague and ambiguous language contained therein, it is contemplated that these policies may have to be amended from time to time as experience dictates.

### **DEFINITIONS:**

"Dual Enrollment" – A nonpublic student residing within the boundaries of this District who is legitimately enrolled in a private, parochial, or home school or at a post secondary institution and has not graduated from high school who is also dual enrolled in this District's schools by meeting the criteria outlined herein.

"Nonpublic Student" – Any student who receives educational instruction outside a public school classroom and such instruction can include, but is not limited to, a private school or home school.

"Primary Education Provider" – That person or entity providing the majority of the nonpublic student's educational instruction outside the public school Programs or Activities.

"Program and Activity" – The terms "program" and "activity" as used in I.C. 33-203 shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

Program or activity shall not include testing, health, or other similar type services nor does it include incidental activities such as school dances or field trips not directly related to an academic class for which the student is properly enrolled.

### **ENROLLMENT:**

Any nonpublic student wishing to enroll in a school in this District must provide evidence of residence in this District, acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or suitable waiver) and must comply with the registration procedures required by the District which includes providing complete records of the student's academic history.

## **REGISTRATION AND PROCEDURES:**

Before entering a program or activity a nonpublic student must complete registration and gain admission to a school in this District. Registration shall include in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement for the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

## **TRANSPORTATION:**

A nonpublic student shall not be entitled to have transportation to or from school furnished by the District.

## **INTERIM PERIODS:**

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the school premises other than when the program or activity for which the student is enrolled is taking place. The District shall not be responsible for the care or supervision of the student in any form for periods before, in between or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

## **EXTRACURRICULAR NONACADEMIC ACTIVITIES:**

Any nonpublic student involved in an extracurricular activity shall be subject to all the same eligibility standards as a regular full time student.

The parents or guardian of a nonpublic student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Test results from the Iowa Test of Basic Skills (I.T.B.S.) or the Test of Academic Proficiency (T.A.P.) must be provided to the school principal as a condition of enrollment. The student must achieve a minimum composite score of the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in nonacademic programs. Test results from a given year shall be used to determine academic eligibility for the following year and are only valid for a period of twelve (12) months from the date the test results are released.

As an alternative to providing test results, until January 31, 1996, a nonpublic student who has not taken the Iowa Test of Basic Skills may provide an affidavit to the principal of the public school that said student is attending. Said affidavit shall be signed by the student's Primary Education Provider indicating that that provider believes the student would have received a test score that would meet the standard required by law if said test had been administered.

On the date of any extracurricular activity, the nonpublic student participating in such event must attend five (5) full classes on the day of the activity, such classes or permissible school activity may be either the ones

for which the student is enrolled in this District and in a nonpublic educational setting. In the latter case, the nonpublic student's Primary Education Provider shall vouch for the student's attendance in the form and manner acceptable to this District's school administration.

**CLASS SIZE/DISENROLLMENT:**

Pursuant to I.C. 33-203(1), if enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the public school. If a class or program is full and includes a part time nonpublic student when a regular full time student transfers into the school during the semester, the District's normal enrollment procedure shall remain the same and the nonpublic student may not be disenrolled to provide space for the full time student. Regular full time students will be given priority for enrollment at the start of each semester.

**SCHOOL RULES, REGULATIONS AND POLICIES:**

A nonpublic student shall be subject to all the same policies, regulations and school rules as any regularly enrolled student during the times that the nonpublic student is present at school. Such policies, regulations and rules will include but not be limited to, those relating to attendance, grades, prerequisites, classroom conduct and discipline.

**PREREQUISITES:**

A nonpublic student must meet all prerequisites for enrollment for a program or activity which is required of public school students.

**MIXED CURRICULUM:**

If a nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the nonpublic student. It shall be the nonpublic student's responsibility to contact the District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation need be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

**GRADUATION:**

A nonpublic student must meet all grade and other graduation requirements of this District in order to graduate and obtain a diploma from the school of this District. In order to graduate and receive a diploma, a student must be a full time student of this District during that student's final year.

**IDEA/ADA/SECTION 504 STUDENTS:**

Parents who wish nonpublic students to be enrolled in special programs must comply with the requirements of the Individuals With Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). If a request for referral is made by said parents and if the evaluation of the student by the multidisciplinary or child study team determines that special services are appropriate for the student, then such programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

Date of Adoption:

October 9, 1995

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Search Policy Code No. 515

Students shall be free from unreasonable search or seizure, and the administration shall provide for appropriate due process protection for all students. Searches can be conducted on school property. Desks and lockers are school property, and school authorities may make reasonable regulations regarding their use. Lockers and/or other school property are subject to inspection and search by school officials and/or law enforcement officials if reasonable suspicion is determined.

Date of Adoption:  
December 11, 1995

Legal Reference: (Code of Idaho)

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Head Lice Policy Code No. 516

### **LICE/NIT POLICY DEFINED:**

Any student who is found to have live lice or nits (eggs) will be sent home to be treated with a lice-eliminating product. The student may not return to school until all lice and eggs are completely removed from the hair. Upon returning to school, students will be checked to make certain all evidence of infestation is gone. If lice or eggs are still present, the student will continue to be excluded from school until they are completely clear. Parents will be given information on lice and will be informed of the no-nit policy when the lice and/or nits are initially found. Copies of this policy will be provided at registration for pre-school through 12<sup>th</sup> grade.

A “NO NIT” policy means:

- ✓ Removing all lice, eggs (nits), and egg cases after treatment with a lice eliminating product.
- ✓ Not allowing a child to attend school until **ALL** nits have been removed.
- ✓ Educating the community to insure that parents understand their responsibility under the “NO NIT” policy.

### **MANAGEMENT OF PEDICULOSIS (Head Lice)**

There are three steps in the management of pediculosis (head lice):

1. Treat with a lice-eliminating product.
2. Nit removal.
3. Environmental clean-up.

### **PROTOCOL FOR INFESTATION:**

- Once a child is identified as being infested, the parent must be contacted immediately to pick up the child at school.
- Parents will be provided with literature available, and the school policy, which explains steps necessary for returning the child to school.
- Notify other schools in the district so those siblings can be checked.
- Record the child’s name, class/teacher and demographic information to help identify potential contagions.
- Alert the child’s teachers as appropriate.

### **RETURNING TO SCHOOL:**

- ✓ An infested child will report to the nurse’s office upon return to school, accompanied by a parent. If lice or nits are found, the child will be returned home until he or she is completely nit-free.
- ✓ The child will be checked daily for seven days, then once a week for a month.

### **INCIDENT PROCEDURE:**

- ✓ First offense: sent home, not a truancy
- ✓ Second offense: charged with a truancy, sent home. Parent must return with the child for re-admission and head check.

- ✓ Third offense: charged with a second truancy, sent home, notices of consequences of a fourth offense are given. Parent must return with the child for re-admission and head check.
- ✓ Fourth offense: charged with third truancy, child is charged with habitual truancy. The Board will make recommendation and decision.

**EXPLANATION:**

The parent/child will be charged with first offense when a child has been sent home with lice/nits, re-examined and still found to have lice/nits present. The child will be checked every day for seven days; if lice/nits are present, the student will be sent home again.

With the second offense, the child will be sent home and charged with truancy. A parent must return with the child for re-admission and the head check.

On the third offense, the child will be charged with a second truancy and once again sent home. Notice of consequences for a fourth truancy will be given. A parent must return with the child for re-admission and head check.

With the fourth offense, a letter will be sent home informing the parents that they need to appear before the School Board. All information and help available will be given to the parent/guardian when lice/nits are first found and each episode until the problem is resolved.

Date of Adoption:

Legal Reference: (Code of Idaho)

February 10, 1997

Revised: 11/8/99, 5/14/01

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title Special Power of Attorney for Guardianship Code No. 517

Pursuant to Idaho Code Title 33, Chapter 14, the Fruitland School District may accept a student for enrollment in the District through utilization of the District's required form of Special Power of Attorney for Guardianship. Idaho law requires that the student make his or her residence and home on a full-time basis with the guardian designated in this Special Power of Attorney form.

The District will only accept a student for enrollment under the Special Power of Attorney for Guardianship if the student is residing with and making his home on a full-time basis with the person designated in the Special Power form. Idaho Law requires that the student make his or her residence and home on a full-time basis with the guardian designated in this Special Power of Attorney form. Additionally, the District will only recognize a Special Power of Attorney for Guardianship using the form adopted by the District, which has been properly executed and notarized. The District may properly refuse enrollment to a student residing with a guardian only on a part-time basis or in any manner other than a full-time residential basis.

A parent or parents executing the District's Special Power of Attorney for Guardianship must have legal authority to delegate parental powers to the guardian under the Special Power. In determining the validity of any proposed special power of attorney, it may be necessary for the District to request and review court orders, decrees, judgments, etc., that may pertain to custody arrangements and legal authority to execute a Special Power of Attorney for Guardianship purposes. There may be situations where a non-custodial parent, lacking legal authority, would attempt to grant a power of attorney for guardianship. Said parent may have no legal right to delegate care and custody issues and therefore may lack legal authority to execute a valid Special Power of Attorney for Guardianship purposes.

For any student enrolled in the District under a Special Power of Attorney for Guardianship, the District will recognize only the guardian designated in the document as having legal authority to access student records, obtain student information, meet with faculty and administration and otherwise act in the place and stead of the parent.

The Fruitland School District will look to the designated guardian as to all matters of legal liability, discipline, and educational concerns with respect to the student. Pursuant to the laws and statutes of the State of Idaho, including but not limited to the Juvenile Corrections Act, Idaho Code Title 20, Chapter 5, the guardian may be subject to jurisdiction of the courts for the student's actions, conduct and behavior. The guardian may be subject to court order and restitution to any victim who suffers an economic loss as a result of the student's conduct. The guardian may be subjected to personal liability for monetary sums as may be entered by the court.



Pursuant to the laws and statutes of the State of Idaho, including but not limited to Idaho Code § 6-210, the guardian may be subject to damages incurred by third parties resulting from the student's willful conduct.

This could include medical expenses and other damages resulting from the student's fighting or punching another student.

Any person considering serving as a guardian under a Special Power of Attorney for Guardianship must be fully aware of his or her legal responsibilities regarding the student. Not only will the guardian be responsible for the full-time care and custody of the student, but he or she will also be responsible for all of the educational decisions and issues pertaining to the student's enrollment in the Fruitland School District. Additionally, the guardian may become subjected to civil liability and financial responsibility for the acts, conducts, and behavior of the student. This is not a position to be undertaken lightly. In order to acknowledge the fact that the guardian is aware of these educational and legal responsibilities, the District requires that the guardian review and sign the District's Special Power of Attorney for Guardianship Disclosure Form. This form will be provided by the District Administrative staff. This form is designed to provide information to the guardian regarding the responsibilities in serving as guardian.

Pursuant to Idaho Code § 33-205, the Board of Trustees of Fruitland School District may deny attendance at any schools to any student who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district. Prior to denying enrollment to any student, under a Special Power of Attorney for Guardianship, the Board shall first provide the procedural safeguards set forth in Idaho Code § 33-205 and may be otherwise applicable under the duly adopted policies and regulations of the School District.

Date of Adoption:

March 10, 1997

Legal Reference: (Code of Idaho)

33-1402

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Gang Policy

Code No. 518

Introduction: It is the policy of the Fruitland School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

1. This policy will be addressed in all school handbooks. At the beginning of the school year, the policy will be discussed with the student body.
2. Disciplinary action for violation of this policy is as follows:
  - First Offense – The student is given detention. The parents will be notified of the infraction of this policy by school administration. The parent meeting will be documented.
  - Second Offense – The student will be suspended 1-3 days. The parents will be notified of the infraction of this policy by school administration. The parent meeting will be documented.
  - Third Offense – The student will be suspended 3-5 days. The parents will be notified of the infraction of this policy by school administration. The parent meeting will be documented.
  - Fourth Offense – The school administration will refer the student to the administration board of review for referral to the Board of Trustees for an expulsion hearing or refer the student directly to the Board of Trustees for an expulsion hearing.
3. Administrators will seek ongoing assistance from the Fruitland Police Department and the Payette County Sheriff's Department in gang activity identification and the names and numbers of local gangs.
4. For the protection of the student and to avoid disruption in the educational process, a student demonstrating evidence of gang activity will be required to not display this type of evidence (see above). e.g., required to change clothing, cover tattoos with band-aides or make-up, fill in eyebrow shave slashes with make-up.

**Adopted:**  
12-12-11

**Legal Reference:**



# PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Student Records (Family Education Rights & Privacy Act – FERPA Code No. 519

Under the direction from the Family Education Rights and Privacy Act (FERPA), Fruitland School District will allow parents to inspect, review and copy their student's education records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

Education records include a range of information about a student that is maintained in any recorded way, handwriting, print, computerized, video, or audio tape. Schools may release information from students' education records with the prior written consent of parents. Fruitland School District reserves the right for teachers and school officials who work with the students and schools to which students apply for entrance to have access to education records without prior consent of the parent. In addition, information from students' records may be released to state and local education officials to conduct audits, or to review records in compliance with Federal laws. The school may also disclose information from education records without the consent of parents in response to subpoenas or court orders.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order to state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

## **Directory Information**

Part of the education record known as directory information, includes personal information about a student that can be made public according to Fruitland School District records policy. Directory information may include a student's name, address and telephone number, and other information typically found in school yearbooks or athletic programs such as pictures of students, participation in extra-curricular activities or recipients of awards, and height and weight of athletes.

The school/district may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless the parent(s)/guardian(s) notify the school not to release this information.

### **Adopted:**

6/97

### **Legal Reference:**

20 U.S.C. § 1232g; 34 C.F.R. 99 Family Education Rights and Privacy Act

I.C. § 33-209 Transfer of Student Records – Duties

I.C. § 32-717A Parents Access to Records and Information

No Child Left Behind Act of 2001, P.L. 107-334

### **Revised:**

11-10



# PUPIL PERSONNEL ADMINISTRATION

Series 500

**Policy Title:** Medication Administration

**Code No:** 520

## **NON-PRESCRIPTION MEDICATIONS:**

Non-prescription medications that need to be taken during school hours must be:

- in the original container
- accompanied by a note from the parent/guardian that includes the names of the medication, dose, time to be given, and the signature of the parent/guardian.

The medication dose must follow dosage guidelines recommended on the label, by the P.D.R. (Physician Desk Reference or other drug handbook), doctor or pharmacist.

## **PRESCRIPTION MEDICATIONS**

Prescription medications will only be given to students at school under the following conditions:

- Medication is required during school hours.
- The medication is brought to school in the prescription bottle (container dispensed by the doctor's office or pharmacy.)
- It is accompanied by a ***signed authorization*** from a health care provider authorized to prescribe medications indicating:
  1. name of medication
  2. dose to be given
  3. time to be given
  4. Written authorization from the parent to give the medication.

### ***EXPLANATION OF MEDICATION POLICY***

#### **NON-PRESCRIPTION MEDICATIONS**

Requiring the medication to be brought in the original container helps to ensure that the medication is what it is supposed to be. The label also provides dosing instructions. A note from the parent/guardian indicates the parents' wishes regarding the medication (time and dose).

If the parents request that the nurse give their child a medication and/or dose that is not within the usual guidelines for children, the nurse cannot give the medication unless the nurse has a doctor's order.

#### **PRESCRIPTION MEDICATIONS**

Medications such as antibiotics that are prescribed three times a day can, in most cases, be handled at home— a.m., after school and at bedtime. If medications are prescribed four times a day, at least one dose will have to be given at school.

Rx medications need to be in the prescription bottle because the label contains important information—name of medication, name of doctor, name of patient, dose, instructions, expiration date of medication, etc...

Any prescription medication must be accompanied by a signed authorization from a health care provider authorized to prescribe. In any health care setting, a licensed nurse needs a doctor's order, either written or

verbal, to give medications. The written order could be on a school form or prescription pad. The order can also be faxed to the nurse. In certain situations, the nurse is also willing to accept verbal orders over the phone from health care providers.

**The State Board of Nursing, in a ruling dated August 1991, states “Licensed nurses must have orders from a health care provider authorized to prescribe medication prior to the administration of medication. The label on a pharmacy container does not provide legal authorization to administer the medication.”**

The parent of the student must request, in writing, that the school district comply with the medication order. A verbal request over the phone would be acceptable.

#### Self-Administration of Asthma Medication or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication or epinephrine auto-injectors, if a parent or legal guardian chooses to have his/her child self-medicate:

1. The parents or guardians of pupil shall provide to the school board or designee written authorization for the self-administration of medication.
2. The parents or guardian of the pupil shall provide to the school board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma or another potentially life-threatening respiratory illness and is capable of, and has been instructed in, the proper method of self-administration of medication. Such physician or health care provider-supplied information shall contain:
  - a) the name and purpose of the medicine;
  - b) the prescribed dosage
  - c) the time(s) at which or the special circumstances under which medication should be administered;
  - d) the length of time for which medication is prescribed; and
  - e) the possible side-effects of the medicine.
3. Actions to take in the event of an emergency, including if the medication does not improve the child’s breathing or allergic reaction.
  - a) Contact information for the physician and parent/guardian
  - b) List of the child’s asthma triggers or allergies.

The board or board designee will inform the parents or guardians of the pupil in writing that the district and its employees or agents shall incur no liability as a result if any injury arising from the self-administration of medication by the pupil, absent any negligence by the district, its employees or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the district, its employees or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the pupil shall sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of the medication by the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil; and

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler or a dry powder inhaler, prescribed by a physician and having an individual label; and
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use a prescribed inhaler or epinephrine auto-injector at all times.

Any school employees authorized in writing by the school administrator or principal may assist with self-administration of medication provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

### Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.



**FRUITLAND SCHOOL DISTRICT #373  
P.O. BOX 387  
FRUITLAND, IDAHO 83619**

**MEDICATION ADMINISTRATION FORM**

This is just a reminder that if your child needs to take a prescription medication during school, we must have a written note from the doctor and the prescription bottle. If your child needs to take an over-the-counter medication while at school, please write a note giving the school permission to administer it. Thank you for your cooperation.

The form below is provided for your convenience.

.....  
**REQUEST FOR GIVING PRESCRIPTION MEDICATIONS DURING SCHOOL HOURS**

Idaho State Law states that licensed nurses must have orders from a health care provider authorized to prescribe medication prior to the administration of medications. The label of a pharmacy dispensed container does not provide legal authorization to administer the medication.

It is the policy of the Fruitland School District that any prescription medication that needs to be given during school hours must be in the original prescription bottle with a signed note from the doctor.

Any non-prescription medication that needs to be taken during school hours must be in the original container with a written note from the parents or guardian stating time and dose to be given.

STUDENT \_\_\_\_\_

TEACHER \_\_\_\_\_

MEDICATION NAME AND DOSE \_\_\_\_\_

TIME TO BE GIVEN \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Parent / Guardian

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Physician

**Adopted:**  
6-8-98

**Legal Reference:**  
Idaho Code § 33-520  
Idaho Code § 54-1401

**Revised**  
10-9-06  
10-13-08

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT  
FOR SELF-ADMINISTRATION OF MEDICATION**

Fruitland School District No. 373

Student Name: \_\_\_\_\_

The parent(s)/guardian(s) agree to indemnify, defend, and hold the school district harmless from any and all claims, actions, costs, expenses, damages and liabilities, including attorney's fees, arising out of, connected with or resulting from the self-administration of medication by the pupil. The parent(s)/guardian(s) agree(s) that the Fruitland School District, Board of Trustees, Board of Trustees employees and its agents shall incur not liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their behalf or on the behalf of the pupil, any claim or action against the Board of Trustees, Board of Trustees employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Agreement

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Computer and Network Services – Students

Code No.: 521

Internet access is a service provided for students and staff members by this school district. Use of this district's computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this district. The district reserves the right to monitor all activity on the computer network service.

The systems administrator of the computer network service is a district employee who is responsible for monitoring use of the system (computer network service and related equipment) by staff and students.

The computer network services provided by this district may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as available" basis. No warranties are made or given with respect to any service, information, or software contained therein.

This system is to be used by authorized users only. All users must comply with Fruitland School District Policy No. 426. The user has no expectation of privacy regarding the use of the network system. All use of this computer system is subject to monitoring to protect against unauthorized use, violation of school district policy, for system maintenance, for backup and in efforts to prevent, detect, or investigate suspected improper use of the system. In the course of such monitoring, the activities, communications and files of users may be copied, recovered, and read. The results of monitoring may be disclosed to others including school district administration and law enforcement. Use of this system is governed by the terms of the Fruitland School District Policy No. 426 and all provisions of this policy.

### DEFINITIONS

"Child pornography" is defined as:

Any visual depiction ... whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where – (1) the product of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) such visual depiction is advertised, promoted, presented, described, or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

"Harmful to minors"

A visual depiction containing any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals: and lacks serious literary, artistic, political, or scientific value to minors.

"Minor"

For the purposes of this policy, is an individual who has not attained the age of 17.

## “Obscenity”

Any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole, appeals to a prurient [i.e. erotic] interest; (2) depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460.

## PRIVILEGES AND RESPONSIBILITIES

The use of the school district’s computer network service is a privilege, not a right. Permission from parents/guardians is required before students may access the computer network service. All users (staff and students) must sign an Acceptable Use Agreement before access is permitted. Upon acceptance for use of the computer network service, staff and students will be given a user ID (name) and password.

Staff and student freedom of speech and access to information will be honored; however, this school district reserves the right to monitor and review all electronic transmissions and activities. User access may be denied, revoked, or suspended at any time because of inappropriate use. Further disciplinary action may also occur.

## INFORMATION CONTENT

This school district provides staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the school district to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Staff bringing such materials in the school environment will be dealt with according to the discipline policies of the school district. Intentionally accessing or using such materials may result in termination of access to this school district’s computer or disciplinary actions including termination.

## INTERNET SAFETY FOR STUDENTS

The school district will take appropriate steps to protect all students from access, through the district’s computers, to visual depictions that are obscene, contain child pornography, or are harmful to minors, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The building principal or designee may authorized the disabling of the Internet block or filter system by the network administrator only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet block or filter system by any other staff member or student will result in disciplinary action.

As required by the Children’s Internet Protection Act, this district will hold annual public meetings to receive input from parents and other patrons regarding the district’s Internet safety plan, including the use of an Internet filtering service.

Any staff member, student, parent, or patron may request that the district either block, or disable a block of, a particular website by filing a written request with the superintendent. The superintendent will appoint a five (5) member committee, including one principal two (2) certified staff members’ one (1) non-certified staff member and one Board member. The committee will meet with the individual who filed the request in a timely manner, allow that individual to make oral or written arguments to support the request, and make a written recommendation to the superintendent regarding whether the district should block or disable a block of, a particular website. Upon reviewing the request and the committee’s recommendation, the superintendent will

render a written decision and notify the individual who made the request. The superintendent's decision in this matter is final.

## ONLINE USE

All district policies and school rules pertaining to behavior and communications apply to online use. The use of this district's computer network services capabilities must be for educational purposes only and be consistent with the school district's mission.

9. Users are not allowed to access the district's computer network services for any private or commercial purposes. Users are not allowed to attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless pre-approved by the school board or superintendent.
10. Illegal activity is prohibited and may result in referral to law enforcement.
  - a. Sending, receiving, or accessing obscene or pornographic material is prohibited.
  - b. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
11. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
12. Students and staff will use the computer network service resources efficiently to minimize interference with others.
13. Users are responsible for making back-up copies as needed.
14. Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.
15. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
16. Attempts to log in to the system using another user's account will result in termination of the user's account.

## ONLINE CONDUCT

All users are required to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

7. Users will not be abusive in their messages to others.
8. Users will not swear, use vulgarities or any other inappropriate language.
9. Users will not reveal personal information regarding others and should be cautious when revealing user's own personal information (home address, phone number, etc.).
10. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
11. All communications and information accessible via the computer network service should be assumed to be private property but open to district scrutiny, and review at any time.
12. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.

Any on-line conduct that is determined by the system administrator to constitute an inappropriate use of this district's computer network service or to improperly restrict or inhibit other users from using and enjoying this district's computer network service is strictly prohibited and may result in disciplinary action. On-line conduct believed to be in violation of this policy will be immediately reported to appropriate administration or directly to the Board.

## COPYRIGHTED MATERIAL

Copyrighted material will not be placed on any system connected to this district's computer network service without the author's written permission. The following will apply to copyrighted materials:

4. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
5. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.
6. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

## ELECTRONIC MAIL

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

7. Message received by the computer network service are retained on the system until deleted by the recipient.
8. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
9. The system administrator may remove e-mail messages if not attended to regularly by the user.
10. E-mail may be viewed by others. There is no guarantee of confidentiality.
11. The system administrator will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or the intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or this district's policies, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
12. This district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this district's computer network service.

## THIRD-PARTY SUPPLIED INFORMATION

Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or other third-party personnel on the computer network service provided by this district are those of the individual and do not represent the position of this district.

## DISK USE

The system administrator reserves the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have his or her files removed by a system administrator.

## SECURITY

Security on any computer system is a high priority. All school district users will meet the following requirements:

6. If a user feels that he/she can identify a security problem on the computer network service, the user will notify a school administrator. The user will not demonstrate the problem to others.

7. Users may not let others use their account and password nor will they leave their account open or unattended.
8. Users will change passwords regularly, using combinations of letters and numbers and will avoid using standard English words and names.
9. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
10. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

## VANDALISM

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

## STUDENT DISCIPLINE

Violation of this policy may result in the following disciplinary actions:

3. A student may lose computer privileges/network access. The duration of loss will depend on the student's age and severity of the violation as determined by the system administrator. Students found to flagrantly or persistently violate this policy may lose all computer privileges/network service access for the remainder of the school year, or for the duration of school attendance.
4. A student may be removed from class, suspended, or expelled from school if he/she engages in conduct on the computer network service that constitutes flagrant or persistent violations of this policy or could be considered illegal, as defined by the federal and/or state law. Students committing illegal acts may be referred to the local law enforcement agency.
5. Each student is responsible for any damage he/she may cause to this school district's computers or to the computer network service. The student must pay all cost incurred in restoring the computer of the network service to its previous working order.
6. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under the direct teacher supervision unless he/she has been removed from the class.

## UPDATING USER ACCOUNT INFORMATION

The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.)

## TERMINATION OF ACCOUNT

The user's access to, and of, the computer network service may be terminated at any time by notifying a system administrator. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user.

An administrator reserves the right, at his/her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy.

The school district's administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.

Date of Adoption:  
November 13, 2006

Legal Reference:  
17 USC Section 1001, et seq.  
Children's Internet Protection Act,  
Sections 1703 to 1721,  
U.S.C. Section 254 (h)(1)  
Idaho Code Sections:  
6-210  
18-2201  
18-2202

### COMPUTER AND NETWORK SERVICE USER AGREEMENT

I understand and will abide by this school district's policy titled "Computer and Network Service." Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I am a:

- Student of this school district and will graduate in \_\_\_\_\_
- Certified staff member of this school district, teaching \_\_\_\_\_  
in grade \_\_\_\_\_ at \_\_\_\_\_
- Classified staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Administrative staff member of this school district at \_\_\_\_\_  
working as a \_\_\_\_\_
- Other user authorized by the school district \_\_\_\_\_

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PARENT/GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent/guardian of this student, I have read this school district's policy entitled "Computer and Network Service." I understand that this access is designed for educational purposes and this district has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for this school district to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_



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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## PUPIL PERSONNEL ADMINISTRATION

Policy Title: Student Fees Code No. 522

### Student Fees/Student Fines/ and Charges/ Return of Property

Within the concept of free public education, the Fruitland School District shall provide an educational program for the students as free of costs as possible. Fees may be required for excess supplies used in elective courses including, but not limited to, commercial, industrial arts, music, physical education, domestic science, science and/or agriculture. The Board may waive a fee(s) in cases of financial hardship.

The Board authorizes the superintendent, in conjunction with the school principals, to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding the fees schedules for each school.

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence and may be required to pay a fine for actual breakage. The Fruitland School District may require as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the school district be returned.

Date of Adoption:  
August 12, 2002

Legal Reference:  
Idaho Code 33-603

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Student Dress Code

Code No. 523

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

### **REQUIREMENTS:**

Student Dress Code Colors: **Solid Colors: Black, Tan, Gray, Orange or White (Upper & Lower body).**

No brand logos, graphics, or numbers/letters larger than one (1) inch in diameter, other than those related to FHS, FMS, FES.

All items must cover appropriately and fit properly. No revealing clothing.

**\*Principal discretion on all questions, concerns, etc.**

### **UPPER BODY: Solid Black, Tan, Gray, Orange or White**

A solid color collared shirt must be worn. The collar must be at least 1 ½ inches. Collars must be visible and be able to fold over or stand up.

No sleeveless shirts.

Collared jumpers & dresses must be solid dress code colors.

School related sweatshirts/hoodies may be worn at FHS, FMS, FES. Non-school sweatshirts/hoodies must be solid dress code colors. Sweatshirt/hoodies that are non-dress code colors will be allowed only if related to a school sanctioned activity.

Undershirts & T-shirts if worn must be solid dress code colors. These can be worn underneath a collared shirt.

No hoods may be worn on heads in the buildings.

No hats allowed in the buildings.

Fruitland game jerseys over collared shirts on game days only.

### **LOWER BODY: Solid Black, Tan, Gray, Orange or White**

NO sweatpants/athletic wear regardless of color.

Leggings or tights must be covered. Skirts, shorts, dresses, sweaters must be knee length (at the knee or below the knee). (FES exempt this rule)

## **OUTER WEAR (Coats and jackets for outdoor protection)**

Coats and jackets must be stored in lockers at FMS or classrooms at FES.

Trench coats are prohibited.

### **PROHIBITIONS**

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

1. Students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
  - a. Drug usage, including alcohol and tobacco;
  - b. Controlled substances of any kind;
  - c. Drug paraphernalia;
  - d. Gangs;
  - e. Violence;
  - f. Sexually explicit, lewd, indecent, or offensive material; or
  - g. Illegal acts.
2. Students are prohibited from wearing, using, or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang.
3. Students are prohibited from wearing clothing which reveals a student's breasts, abdomen, or buttocks.
4. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee.
5. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates otherwise.
6. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity.

### **DISCIPLINE**

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

### **ACTIVITY DAYS**

The Board of Trustees must approve any deviation from the student dress code policy.

### **DEFINITIONS**

1. "Controlled substance" includes, but is not limited to, opiates; opium derivatives; hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant; any material, compound, mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.
2. "Drug" includes any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance as defined above, any illegal substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities, and/or any substance which is intended to alter mood.

3. “Drug paraphernalia” includes all equipment, products, and materials of any kind which are used, intended for use, or designated for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.
4. “On school premises or at any school-sponsored activity, regardless of location” includes, but is not limited to, buildings and grounds on the school campus, school buses, school parking areas, and the location of any school-sponsored activity.

ADOPTED:

6-11-07

LEGAL REFERENCE:

Idaho Code Section 33-512

REVISED:

4-14-08

5-10-10

4-9-12

5-14-12

5-22-13

4-14-14

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Personal Electronic Devices

Code No. 524

The Fruitland School District has determined that personal electronic devices can disrupt the educational process. Therefore, it is the policy of the Fruitland School District that personal electronic device use is prohibited from the time a student enters onto any Fruitland School District property/building and while under the instruction/supervision of a Fruitland School District staff member off school property during the entirety of the school day and/or school activity unless authorized by a teacher or staff member specifically regarding their classroom or activity.

Personal electronic devices are defined to include but are not limited to: cell phones, smart phones, tablets and other versions of electronic communication devices, portable music devices and any other personal electronic devices deemed a disruption to the educational process by the school.

Students are advised to leave all personal electronic devices at home or locked in their personal vehicle. Fruitland School District will not be responsible for any theft of or damage to a student's personal electronic device if the student chooses to bring the device in the school building.

All personal electronic devices determined to violate this policy will be confiscated and given to the appropriate building administrator. The building administrator will follow the following steps to enforce this policy.

- First Offense: Warning. Students may obtain their personal electronic device from the Building administrator at the end of the school day. Parental notification.
- Second Offense: One week of **lunch** detention. The personal electronic device is held by the building administrator until the student's parents/guardians pick it up from the school.
- Third Offense: The student will be suspended for not less than one (1) school day. The personal electronic device is kept by the building administrator until a conference with the student's parents/guardians occurs.
- Fourth Offense: The student is suspended for a minimum of three (3) school days and the personal electronic device is confiscated until the end of the semester.
- Fifth Offense: The student is suspended for a minimum of five (5) school days and may appear for a hearing before the school district administrative review board to determine if he/she should be referred to the school district Board of Trustees for and expulsion hearing.

ADOPTED:

5-5-08

5-22-13

## PUPIL PERSONNEL ADMINISTRATION

Series 500

**Policy Title:** Equal Access – Student Clubs

**Code No:** 525

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

### **Definitions:**

As used in this policy:

- a) “School” shall mean any school in the Fruitland School District.
- b) “Club” shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities
- c) “Sponsored Club” shall mean a club which is directly under the sponsorship, direction, and control of the school.
- d) “Non-sponsored or non-curriculum Club” shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
- e) “non-participation capacity” shall mean a person may not promote, lead or participated in any meeting.

The school with the district shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such things.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. The school and the school district shall not be identified or associated with goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

### **EQUAL ACCESS REGULATIONS**

The following general guidelines will be observed in approving, establishing, and operating student clubs at Fruitland School District schools.

1. Each proposed club must submit a request to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. The principal or designee will forward the request to the school district. The school district with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.

2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the school district. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 am to 8:00 am, during lunch break, and from 3:30 pm to 5:00 pm on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.
3. All clubs must comply with provisions of the school's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, violation of any law or ordinance.
6. The principal or designee may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

- A. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee.
- B. All activities of the club must have approval of the sponsor.
- C. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of the school district.
- D. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

- A. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control or regularly attend activities.
- B. Recognition by the Fruitland School District of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies or opinions of the student organization or its members.
- C. The school or district's name will not be identified with the aims, policies, or opinions of the student organizations or its members.
- D. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.



- E. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
- F. Every club must have a district employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity.
- G. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club.
- H. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the principal or designee.
- I. The Fruitland School District shall not be identified or associated in any way with the goals, objectives, activities or opinions or any non-sponsored or non-curriculum clubs to raise money.

**Adopted:**  
8-11-08

**Legal Reference:**  
20 U.S.C. § § 4071-4074  
Equal Access Act

The McKinney-Vento Homeless Assistance Act ensures that all children and youth who are homeless receive a free appropriate public education and are given meaningful opportunities to succeed in our schools.

Schools in the Fruitland School District will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies.

### **Definitions**

Children and youth experiencing homelessness children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be homeless for as long as he or she is in a living situation described above

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

*Enroll* and *enrollment* means attending school and participating fully in all school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local liaison* is the staff person designated by our district and each district in the state as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

### **Identification**

Children and youth identified as homeless in the district, both in and out of school will be identified.

Data will be collected on the number of children and youth experiencing homelessness in the district; where they are living; their academic achievement delays, interruptions in their education, or school transfers.

### **School Selection**

Each child and youth identified as homeless has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area in which the child or youth is actually living.

Therefore, in selecting a school, children and youth who are homeless will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

### **Enrollment**

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records.)
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

### **Transportation**

Parents and unaccompanied youth will be informed of this right to transportation before they select a school for attendance. At a parent's or unaccompanied youth's request, transportation will be provided to and from the school of origin for a child or youth

experiencing homelessness. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes.

It is this district's policy that inter-district disputes will not result in a homeless student missing school. If such a dispute arises, the district will arrange transportation and immediately bring the matter to the attention of the state coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth who are homeless will also be provided with other transportation services comparable to those offered to house students.

### **Services**

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in the selected school, including:

- Transportation
- Title I, Part A services – Children and youth identified as homeless are automatically eligible for Title I, Part A services, regardless of what school they attend
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school programs
- Pre School – LEA will ensure that children identified as homeless receive priority enrollment in preschool programs operated by the district, including exempting homeless children from waiting lists. Homeless children with disabilities will be referred for preschool services under the Individuals with Disabilities Education Act (IDEA). The local liaison will collaborate with Head Start and other preschool programs.
- Free meals – On the day a child or youth identified as homeless enrolls in school; the enrolling school must submit the student's name to the LEA Food Service office for immediate processing.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

### **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to the school in which enrollment is sought pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

**Training**

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all LEA staff.

**Coordination**

The local liaison will coordinate with and seek support from the state coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the LEA transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training to those agencies. Both public and private agencies will be encouraged to support the local liaison and our schools in implementing this policy.

**Adopted:**

8-11-08

**Revised:**

2-14-11

**Legal Reference:**

Idaho Code 33-1401

The McKinney-Vento Homeless Assistance

Act, 42 U.S.C. §§11431 - 11436

Title I, Part A, of the Elementary and

Secondary Education Act, 20 U.S.C.

§§6311 = 6315

The Individuals with Disabilities Education

Act, 20 U.S.C. §§1400 et. seq.

Child Nutrition and WIC Reauthorization

Act of 2004, 42 U.S.C. §§1751 et. seq.

June 5, 1992 Policy of the Administration for

Children and Families of the U.S. Department of

Health and Human Services

# PUPIL PERSONNEL ADMINISTRATION

## Series 500

Policy Title: Disciplining Students with Disabilities (Section 504)

Code No: 527

This policy addresses disciplining students with disabilities, as defined by Section 504 of the 1973 Rehabilitation Act. For those students with disabilities under the Individuals with Disabilities Education Act (IDEA), the disciplinary procedures required by the IDEA will be followed. In the event a student has disabilities under both Section 504 and the IDEA. The IDEA policy shall be followed in determining appropriate disciplinary actions.

### **SUSPENSION**

A student with a disability, as defined by Section 504 of the 1973 Rehabilitation Act, may be suspended for not more than ten (10) consecutive school days per incident.

Whenever a school considers suspending a student with a disability for more than ten (10) cumulative school days in a school year, a 504 team will be convened to determine if the cumulative suspensions constitute a significant change in placement by reviewing the following factors:

1. Whether the misconduct for which the student was suspended on the last occasion was substantially similar to the previous occasions;
2. The length of each suspension;
3. The proximity of the suspension to one another; and
4. The total amount of time the student is excluded from school.

The 504 team will consist of individuals who are knowledgeable about the student, the student's school history, the student's individual needs, the evaluation data, and the placement options.

If the 504 team determines that the exclusion would constitute a significant change in placement, the school will conduct a manifestation determination as set forth below.

### **EXPULSION**

Prior to submitting an expulsion recommendation to the board of trustees for any student with a disability as defined by Section 504 of the 1973 Rehabilitation Act, a 504 team will make a "manifestation determination." A manifestation determination involves a review of the student's misconduct, the student's disability and the services provided to determine:

1. Was the conduct in question caused by, or did it have a direct and substantial relationship to, the student's disability?
2. Was the conduct in question the direct result of the district's failure to implement the 504 plan?

In reviewing the questions set forth above, the 504 team will review information regarding the student's disability that is recent enough to afford an understanding of the student's current behavior. In the absence of reasonably current information about the student's disability, the school district will conduct or cause to be conducted additional evaluation(s) regarding the student's disability before making the manifestation determination. If either manifestation determination question answer is "yes," the student will not be expelled. However, the 504 team may determine that a placement change is necessary for that student.

If the answers to both the questions set forth above are "no," the school may proceed with the recommendation of expulsion to the board in the same manner as for similarly-situated students who do not have disabilities.

If the student's parent/guardian disagree with the 504 team's determination of the manifestation determination, a hearing may be requested under this district's Section 504 hearing procedure. Although the parent/guardian may disagree with the manifestation determination findings, the student may be expelled after following the proper procedures. Educational services may cease after expulsion.

**Adopted:**  
9-13-10

**Legal Reference:**

Section 504 of the 1973 Rehabilitation Act  
29 U.S.C. Ch. 16 Sacs 706(8) and 794-794b  
34 CFR Part 104  
Idaho Code Section 33-205  
*Akron (OH) City School Distr.*, OCR Letter,  
19 IDELR 542 (1992)  
*Discipline of Students with Disabilities in  
Elementary and Secondary Schools*, OCR,  
October 1996  
*Portsmouth (VA) Pub. Sch.*, 48 IDELR 229  
(OCR 2006)

**Revised:**

PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Theft or Damage to School District Property Code No. 528

Parents and students are responsible for instructional supplies and materials loaned to students.

- Building Principals shall handle acts of theft, forced entry or destruction of school property in the manner suited to the development of respect or law and for civic responsibility. They shall take into account the specific nature of the offense and other circumstances.
- Any student who steals School District Property, enters a locked building or enclosure or destroys or defaces any School District property shall be subject to prompt and decisive action. The student may be suspended or expelled and/or referred to the police, probation or Sheriff's Department, if circumstances warrant.
- The student and his/her parents shall be held responsible, with the limits of the law, for restitution for theft or damage to School District property that students come in contact with or are assigned.

The building administrator or designee will follow the following steps to enforce this policy:

Theft or damage less than \$50:

- Will be dealt with by the building principal or designee in a manner judged most suitable.

Theft or Damage \$50-\$100 (possible law enforcement involvement)

- First offense: 2 days suspension, notify parents
- Second Offense: Suspension 5 Days
- Third Offense: Expulsion

Theft or Damage over \$100:

- First Offense: Suspension and/or expulsion. Possible notification of law enforcement/charges; notify parents
- Subsequent events: Expulsion

**ADOPTED:**

11-10-14

## PUPIL PERSONNEL ADMINISTRATION

Series 500

Policy Title: Model Student Data Privacy & Security

Code No. 529

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student Information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representative from K-12, higher education institutions and the Department of Labor.<sup>1</sup>

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.<sup>2</sup> Violation of the Idaho Data Accountability Act may result in civil penalties.<sup>3</sup>

### **Defined Terms**

**Administrative Security** consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

**Aggregate Data** is collected or reported at a group, cohort or institutional level and does not contain PII.

**Data Breach** is the unauthorized acquisition of PII.

<sup>1</sup>Data Management Council

<sup>2</sup>Data management Council Policies and Procedures

<sup>3</sup>Idaho Code Title 33, Section 133

**Logical Security** consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

**Personally Identifiable Information (PII)** includes: as student's name; the name of the student's family; the student's address; the student's social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

**Physical Security** describes security measures designed to deny unauthorized access to facilities or equipment.

**Student Data** means data collected at the student level and included in a student's educational records.

**Unauthorized Data Disclosure** is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

### **Collection**

- School districts and public charter schools shall follow applicable state and federal laws related to student privacy in the collection of student data.

### **Access**

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.



- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

### **Security**

- School districts and public charter schools shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- School districts and public charter schools shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.
- School districts and public charter schools shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

### **Use**

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- School district or public charter school contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
  - Requirement that the vendor agree to comply with all applicable state and federal law;
  - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - Requirement that the vendor restrict access to PII to the authorized staff or the vendor who require such access to perform their assigned duties;
  - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
  - Requirement for data destruction and an associated timeframe; and
  - Penalties for non-compliance with the above provisions.
- School districts and public charter schools shall clearly define what data is determined to be directory information.
- If a school district or public charter school chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure

**Adopted:**  
11-10-14

**Legal Reference:**  
-FERPA  
-U.S. Department of Education  
-Idaho Student Data Accessibility,  
Transparency & Accountability Act  
Of 2014

## PUPIL PERSONNEL ADMINISTRATION

### Series 500

Policy Title School Wellness Code No. 530

In accordance with the Child Nutrition and WIC Reauthorization Act of 2010, the Fruitland School District has established a school wellness policy for all schools. It includes goals for nutrition education, physical activities, and other school-based activities designed to promote student wellness; nutritional guidelines selected by the school district for all foods available on each school campus during the school day. The guidelines assure that reimbursable school meals will not be less restrictive than federal guidelines; and establishment of a plan to measure the implementation of this policy.

The Fruitland School District, to assist our students in establishing life-long healthy eating and exercise patterns in order to achieve his or her full academic potential, sets forth the following goals and guidelines:

### **GOALS**

Nutrition education goals are to:

- Continue the 7<sup>th</sup> and 8<sup>th</sup> grade implementation of one quarter of health instruction per year
- Provide parent nutrition education materials at each school as well as being included in Food Service's menu.
- Provide parent nutrition education as requested, which will include school lunch nutritional information upon request.
- Continue the High School implementation of one credit of health instruction required for graduation.

Physical activity goals:

- Continue implementation of 45 minutes per week of physical education at the elementary school.
- Continue the Middle School implementation of forty-five (45) minutes per day of physical activity.
- Continue to require the one credit of High School physical education for graduation.
- Continue to promote involvement in physical activities that encourage lifelong physical activity.

Other school-based activities goals:

- Promote school wide wellness goals
- Encourage elementary school parents to supply healthy snacks for classroom parties through parent education.
- Encourage schools to provide incentives for positive behavior that are non-food items or that meet the nutritional guidelines as outlined in the nutritional guidelines.
- Promote healthy or non-food fundraising items throughout the district. Food items should follow the nutritional guidelines as outlined in the nutritional guidelines section.
- Encourage participation in extra-curricular physical activities at all school levels.
- Encourage student consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables through posters, educational materials, and classroom education.

### **NUTRITIONAL GUIDELINES:**

In accordance with the July 1, 2014 Smart Snack standards; all foods and beverages sold to students on campus must meet the following criteria: with Foods and/or beverages offered at school-sponsored events outside the school day, (i.e. concessions) will be exempt from the wellness policy; but are encouraged to also offer healthy choices as well.

#### A. Food

**Any food sold in schools** (two hours prior to school, throughout the school day and for 30 minutes following the release of students) **must:**

1. Be a "whole grain-rich" grain product: or
2. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein for: or
3. Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
4. Contain 10 % of the Daily value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D or dietary fiber).

**Foods must also meet several nutrient requirements:**

1. **Calorie limits:**

Snack items: ≤ 200 calories

Entrée items: ≤ 350 calories

**2. Sodium limits:**

Snack items: ≤ 230 mg (until July 1, 2016)

Entrée items: < 480 mg

**3. Fat limits:**

Total fat: ≤ 35% of calories

Saturated fat: < 10% of calories

Trans fat: zero grams

**4. Sugar limits:**

≤ 35% of weight from total sugars in foods.

- All accompaniments such as cream cheese, salad dressing and butter must also be included in the nutrient profile as part of the item sold. This will help control the amount of calories, fat, sugar and sodium that could be added to foods.

\*All fundraisers that meet the nutritional guidelines are allowed at any time. Fundraisers that happen during off school grounds are also allowed. The State of Idaho is allowing each 10 exempted fundraisers per year.

**B. Nutrition Standards for Beverages**

**Elementary Schools:**

- Plain water or plain carbonated water (no size limit);
- Low fat milk, unflavored (≤8 fl oz);
- Nonfat milk, flavored or unflavored (≤8 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;
- 100% fruit/vegetable juice (≤8 fl oz); and
- 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤8 fl oz).

**Middle School:**

- Plain water or plain carbonated water (no size limit);
- Low-fat milk, unflavored (≤12 fl oz);
- Non-fat milk, flavored or unflavored (≤12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;
- 100% fruit/vegetable juice (≤12 fl oz); and
- 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤12 fl oz)

**High School:**

- Plain water or plain carbonated water (no size limit);
- Low-fat milk, unflavored (≤12 fl oz);
- Non-fat milk, flavored or unflavored (≤12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;
- 100% fruit/vegetable juice (≤12 fl oz);
- 100%fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤12 fl oz);
- Other flavored and/or carbonated beverages (≤20 fl oz) that are labeled to contain ≤5 calories per 8 fl oz, or (≤10 fl oz calories per 20 fl oz); and
- Other flavored and/or carbonated beverages (≤12 fl oz) that are labeled to contain ≤40 calories per 8 fl. oz, or ≤60 calories per12 fl oz

All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of Section 10 of the Child Nutrition Act (42 U.S.C. β 1779) and Sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. β β 1758(f)(1) and 1766(a)), as those regulations and guidance apply to schools.

One (1) or more persons at each school building shall be designated to ensure that staff, club advisors, and student groups are making informed choices in compliance with the wellness policy.

The Food Service Director and Wellness Committee members, which may include a School Board member, Administration, a District nurse, physical education teacher(s), parent(s), and student(s), will meet periodically. Progress toward meeting the goals will be posted on the food service website.

Date of Adoption:  
March 9, 2015

Legal Reference: (Code of Idaho)

## INSTRUCTIONAL PROGRAM

### Series 600

- 600 Statement of Guiding Principles
- 601 Guidance Service
- 602 Selection and Adoption of Textbooks
  - 602.1 Curriculum Development, Alignment, and Assessment
- 603 Field Trips and Excursions
- 604 High School Graduation Requirements
  - 604.1 High School Graduation Requirements
  - 604.2 Alternative Graduation Requirements
- 605 Policy Deleted 6/7/2015
- 606 Policy Deleted 6/7/2015
- 607 Completion of Correspondence Courses for Graduation
- 608 Certificate of Completion
- 609 Instructional Materials
- 610 School Records and Reports
- 611 Special Education—Exceptional Children
  - 611.1 Special Education—Extended School Year Guidelines
- 612 Money Drives and Contests
- 613 Bomb Threat Procedure
- 614 Requirements for Participation in Graduation Ceremony/No Fifth-Year Students Enrolled at FHS
- 615 Driver Training Policy
- 616 Foreign Exchange Student Acceptance Policy
- 617 Fruitland School District policy Regarding Senior Transfers
- 618 Early Graduation
- 619 Deleted 3-2015
- 620 Nutrition & Wellness
- 621 Section 504 Procedures for Students with Disabilities

# INSTRUCTIONAL PROGRAM

Series 600

Policy Title: Statement of Guiding principles Code No. 600

The Board of Education recognizes its obligation and duty to provide an educational program equally available to all young people of the school district. The board of Education believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for the individual differences of all children of the school district. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

Date of Adoption: January 13, 1993

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Guidance Service Code No. 601

The guidance program will be organized under the direction of the administrative staff. It is organized to give systematic aid to students. The Guidance Director will hold the State Credential for Guidance Counselor. The Guidance Counselor will be responsible for the following:

- (1) Preparing the high school schedule for classes each year.
- (2) Providing pre-admission and orientation services.
- (3) Providing a planned and comprehensive testing program.
- (4) Providing vocational, economic, and social information.
- (5) Counseling.
- (6) Maintaining cumulative records on each student.
- (7) Providing a display area for guidance information and materials.
- (8) Providing scholarship information.
- (9) Follow-ups of graduates and dropouts.

A specific job description for the high school counselor is on file at the district office.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# INSTRUCTIONAL PROGRAM

Series 600

Policy Title Selection and Adoption of Textbooks Code No. 602

Basic texts used in the classroom of Fruitland schools are to be selected from the list of approved books by the State Board of Education.

Texts to be used are to have the approval of the teachers, principals and the Superintendent.

Textbooks are to be reevaluated each five years as new state adoptions are made.

A current list of all basic texts by grade and subject shall be available in the office of the Superintendent.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



## INSTRUCTIONAL PROGRAM

Series 600

Policy Title: Curriculum Development, Alignment, and Assessment Code No. 602.1

The Board is responsible for adopting a District Curriculum. The Board must approve all significant changes to the curriculum, including the adoption of new textbooks and new courses, before such changes are made. The superintendent is responsible for making curriculum recommendations. The curriculum shall be designed to accomplish the learning objectives and goals for excellence consistent with the state standards and the school district's educational philosophy, mission statement, objectives and goals.

A written, sequential curriculum shall be developed for each subject area. The curricula shall align with the state standards to address learner goals, content and program area performance objectives, and school district's education goals. The curricula shall be constructed to include such parts of education as content, skills, and thinking. A curriculum review cycle and time lines for curriculum development and evaluations shall be developed as well.

The staff and administration will suggest materials and resources (supplies, books, materials and equipment) necessary for development and implementation of the curriculum and assessment that are consistent with the goals of the education program.

In all program areas and at all levels, the District shall assess student progress toward achieving state standards, learner goals, and program performance objectives, which includes: the content and data; the accomplishment of appropriate skills; the development of critical thinking and reasoning; and student attitude.

Assessment tools may include, but are not limited to:

- Tests to measure achievement of state standards;
- Standardized tests;
- Criterion-referenced or grade-level tests;
- State adopted tests
- Teacher-made tests;
- Programmed learning tests;
- Ongoing classroom evaluation;
- Actual communication assessments such as writing, speaking, and listening assessments;
- Samples of student work and/or narrative reports passed from grade to grade;
- Samples of students' creative and/or performance work; and
- Surveys of carry-over skills to other program areas and outside of school.

All courses of instruction shall comply with state statutes and the rules of the State Board of Education.

Date of Adoption: March 11, 2002

Legal Reference: (Idaho Code 33-512A, 33-16012  
IDAPA 08.02.01

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Field Trips and Excursions Code No. 603

Field trips are not compulsory as a part of the instructional program. When used in correlation with a particular teaching unit, the teaching program is enriched.

Administrative permission for the field trip must be obtained. Board approval is required for any field trip longer than the normal class day. Arrangements for school bus transportation must be made with the Transportation Supervisor and/or Superintendent at least one week in advance. No private automobiles shall be used on field trips. All chaperones will ride the transportation vehicle provided by the district. Children, who are not school age, will not be allowed to participate in field trips.

A child not wishing to participate in a field trip project must have a note from his parents stating reasons for non-participation.

Teachers must take roll before leaving the school grounds and before leaving the establishment visited. Teachers must make arrangements for additional adult supervision on field trips.

No academic or extracurricular activities are to take place on Sunday, excluding travel, unless approved by the Board of Trustees. All discretion, as possible, should be used to avoid any activity on Wednesday evening after 7:00 p.m.

Date of Adoption:

1979

Revised 9/11/89, 3/9/92, 1/13/93

# INSTRUCTIONAL PROGRAM

Series 600

Policy Title High School Graduation Requirements Code No. 604

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education. Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter 9<sup>th</sup> grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades 9 through 12. The Board shall consider and vote on whether to approve graduation requirements as recommended by the Superintendent.

A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the Individualized Education Program ("IEP"). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

Cross Reference: Policy 604.1      High School Graduation Requirements

Legal Reference:	I.C. § 33-4601, <i>et seq.</i>	Advanced Opportunities
	I.D.A.P.A. 08.02.01.250.02	Required Attendance
	I.D.A.P.A. 08.02.01.350	Early Graduation
	I.D.A.P.A. 08.02.03.105	High School Graduation Requirements

Date of Adoption: 1979  
Revised 3/9/92, 1/13/93, 9/11/00  
6/8/15, 7/31/17

Reference: State Board of Education

# INSTRUCTIONAL PROGRAM

## Series 600

Policy Title High School Graduation Requirements Code No. 604.1

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

### Credits

A minimum of 46 semester credits (1 semester equaling ½ year) is required in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **29 semester credits**:

Secondary Language Arts and Communication		9 credits
English (language study, composition, literature)	8 credits	
Speech or Debate	1 credit	

Mathematics		6 credits*
Algebra I (or meets Algebra I standards)	2 credits	
Geometry (or meets Geometry standards)	2 credits	
Secondary Mathematics of the student's choice	2 credits	

\*(Two credits must be taken in the last year of high school in which the student intends to graduate. For the purposes of this procedure, the last year of high school shall include the summer preceding the fall start of classes. Students who return to school during the summer or the following fall of the next year for less than a full schedule of courses due to failing to pass a course other than math are not required to retake a math course as long as they have earned six credits of high school level mathematics.)

Science		
Secondary Science		6 credits*
*(4 credits shall be laboratory sciences)		

Social Studies		5 credits
Government	2 credits	
US History	2 credits	
Economics	1 credit	

Arts and Humanities		2 credits
Interdisciplinary humanities, visual and performing arts, or Foreign language		

Health/Wellness		1 credit*
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\*(For students who enter 9<sup>th</sup> grade in Fall 2015 or later, each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the District, or 18 weeks of a sport recognized by the District may choose to substitute participation up to one credit of physical education.)

### Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9<sup>th</sup> grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content then the student has met the high school content area requirement for such course. The student shall be given a grade

for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant in the 8 in 6 Program.

### **College Entrance Examination**

A student must take one of the following college entrance or placement examinations before the end of the student's 11<sup>th</sup> grade year: COMPASS, ACT, or SAT.

A student may elect an exemption in their 11<sup>th</sup> grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for three academic years or less;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11<sup>th</sup> grade year may instead take the examination during his or her 12<sup>th</sup> grade year if the student:

1. Transferred to an Idaho school district during his or her 11<sup>th</sup> grade year;
2. Was homeschooled during his or her 11<sup>th</sup> grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

### **Senior Project**

A student shall complete a senior project that includes a written report and oral presentation by the end of grade 12.

### **Civics Test**

Beginning with the class of 2017, all secondary students must successfully pass the civics test or alternate path. "Civics test" as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

The District will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The District will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

### **Waiver of Requirement**

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend, and the Superintendent may approve, minor deviation from the graduation requirements.

### **Alternative Programs**

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, college and university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at Fruitland High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

### **Class Rank (GPA)**

Class rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

### **Early Graduation**

A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of eight semesters of school attendance in grades 9 through 12 may petition the Superintendent and Board for early graduation by submitting such a petition to the Superintendent through the building principal. The Superintendent shall submit the petition to the Board for endorsement and approval at the end of the quarter preceding the requested graduation date.

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well create incentives for participation in any early graduation program. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

Cross Reference: 604.1

Early Graduation

Legal Reference: I.C. § 33-4601, <i>et seq.</i>	Advanced Opportunities
IDAPA 08.02.01.350	Early Graduation
IDAPA 08.02.03.105	High School Graduation Requirements
IDAPA 08.02.03.107	Middle Level Credit System

#### Procedure History:

Promulgated on: 7/31/17

Revised on:

# INSTRUCTIONAL PROGRAM

Series 600

Policy Title Alternative Graduation Requirements Code No. 604.2

The Fruitland School District School Board adopted the following policy regarding Alternative Graduation Requirements based on recommendations from the Idaho State Board of Education.

Students who do not demonstrate mastery of the state standards by passing any portion of the ISAT at the end of the 10<sup>th</sup> grade year may exhibit mastery through the following process:

1. Juniors who have not reached proficiency will be enrolled in the PLATO-based ISAT preparation program. The focus of this program will be to improve skills, in order to reach proficiency on the ISAT during the four testing opportunities during the junior year. When a student demonstrates proficiency on the ISAT, he/she may leave the preparation program.
2. A student who has not demonstrated proficiency by the beginning of the senior year may seek an alternative method of demonstrating mastery of the state standards. The senior will be required to submit documentation that he/she has taken advantage of the opportunity to build skills through the PLATO program, and has taken the ISAT on all possible test dates during the junior year. The student will also continue to take the ISAT on all possible test occasions during the senior year.
3. A student who is approved by the board of trustees for alternate assessment will be required to submit a portfolio for any subject area in which the student has not reached proficiency as measured on the ISAT. This portfolio will consist of documentation that **at least 75% of the state power standards for that subject area have been mastered at the 10<sup>th</sup> grade level, as completed in the PLATO learning program.**

## Rationale

The RIT score required for proficiency on the ISAT is approximately 75% of the highest possible RIT score for each subject area.

The PLATO curriculum has been aligned to Idaho state standards; it has undergone determination of validity and reliability; it includes instruction, assessment, and record keeping components; and it is based 100% on academic proficiency and performance.

Submitted to Fruitland Board of Trustees February 14, 2005

Submitted to State Board of Education, February 16, 2005

Re-submitted with revisions to Office of State Board of Education, April 11, 2005

Date of Adoption: 7/12/2005

Reference: State Board of Education Rules & Regulations

INSTRUCTIONAL PROGRAM

Series 600

Policy Title \_\_\_\_\_ Code No. 605 \_\_\_\_\_



INSTRUCTIONAL PROGRAM

Series 600

Policy Title \_\_\_\_\_ Code No. 606 \_\_\_\_\_

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Completion of Correspondence Courses for Graduation Code No. 607

If a student wants to take part in the graduation ceremonies, all correspondence work must be completed before May 1st of that school year. Correspondence credit is completed upon notification of the high school principal by the university or college. If correspondence credit is not completed prior to May 1st, the student can still graduate, but will not be allowed to take part in the graduation ceremonies.

Date of Adoption:  
December 12, 1983  
Revised 3/9/92, 1/13/93

INSTRUCTIONAL PROGRAM

Series 600

Policy Title Certificate of Completion Code No. 608

A Certificate of Completion may be granted in place of a high school diploma upon approval of the Board of Trustees in each individual case.

Date of Adoption:  
October 11, 1982  
Revised 3/9/92, 1/13/93

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Instructional Materials Code No. 609

Teachers' materials such as manuals, charts, flash cards, etc. are issued as school property and are in the custody of the principal.

Requests for new or additional material should be made on the form found in the Teachers' Annual Report.

High school laboratory supplies will be ordered once a year and stored in the rooms provided, under the supervision of the science teachers. Additional laboratory supplies will be ordered with approval of the principal and Superintendent using the purchase order process.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# INSTRUCTIONAL PROGRAM

## Series 600

Policy Title School Records and Reports Code No. 610

Cumulative records will be kept for each student in the office of the principal. A copy of student records will be kept in the fireproof vault.

Teachers shall make reports to parents in the form and manner provided by the district. Report cards, adapted to the various grade levels, are used to report pupil achievement.

Personal conferences of parents and teacher supplement the more formal type of reporting. Records of pupil achievement are to be kept by all teachers, and evidence accumulated to determine and substantiate the period markings. Parents are invited and encouraged to visit school. When they come, teachers are to do everything possible to make the visit pleasant and profitable, both to the parent and the school.

Any student who drops a course or is removed from a course after two (2) weeks into any semester may receive an "F" on his/her permanent record.

A School Accountability Report Card is on file at the district office.

Date of Adoption:

August 19, 1972

Revised 7/9/79, 2/15/91, 3/9/92, 1/13/93

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Special Education - Exceptional Children Code No. 611

Sections 33-2001, 33-2002 and 33-2003, Idaho Code, requires that local school districts provide education and training for all resident exceptional children. All children shall be provided public education which emphasizes special education and related services designed to meet their unique learning needs.

Federal law, P.L. 94-142, required that a free, appropriate public education be provided for all handicapped children by September 1, 1978. The Individuals with Disabilities Education Act (IDEA) (P.L. 101-476) became effective October 1, 1991, to provide additional protection for children with disabilities. Also, section 504 of the Vocational Rehabilitation Act of 1973 is binding on the district by federal law.

Local district shall identify, locate and evaluate all exceptional children who are in need of special education. Special Education is defined as specially designed instruction to meet the unique needs of an exceptional child. Fruitland School District will:

- (1) Employ certified personnel utilizing the State Board of Education certification standards.
- (2) Make known and accessible to all concerned persons a specified method of referral for special services.
- (3) Establish a child study team.
- (4) Conduct comprehensive evaluations for selection of students for placement in special education.
- (5) Utilize appropriate due process and other procedural safeguards. The parents or guardians of an exceptional child shall be afforded an opportunity to inspect and review all education records. Student records will be maintained in a confidential manner.
- (6) Submit student enrollment forms for approval to the State Department of Education.  
(November 1st of each year)
- (7) Provide services within student and ancillary personnel ratios.
- (8) Implement individual education programs.
- (9) Provide in-service training for instructional and support personnel serving exceptional children.
- (10) Maintain a financial accounting system (separate) for receipts and expenditures for special education to be included in the Annual Report for the district.
- (11) Maintain records of the District Special Education Program for review by the State Department of Education. School District Central Office records of special education programs will include:

- (a) Due Process Forms
- (b) Comprehensive Evaluation Data
- (c) Total Service Plan for Each Exceptional Student
- (d) Annual Review Report for Exceptional Student
- (e) Records of all Formal Child Study Team Meetings
- (f) An Extended School Year Policy for Special Education.

The Special Education Central Office records will be housed in the respective school buildings.

Fruitland School District has adopted the Policies and Procedures for Special Education and the Idaho Special Education Implementation Manual both dated September, 1992, as provided by the Idaho State Department of Education.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)

33-2001, 33-2002, 33-2003

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Extended School Year Guidelines Code No. 611.1

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### DEFINITION

"Extended School Year" (ESY) is considered to be required educational or support services for special education students, provided by the local school district during breaks in instruction.

The need for ESY shall be dictated by the student's IEP and is based on the determination that without extended school year services, the student would regress to such an extent and have such limited recoupment ability that he/she would be unable to benefit from his/her special education program.

Extended school year programs are at no cost to parents for every eligible student.

### DEVELOPMENT

To clearly separate ESY services from those provided during the regular year, a new ESY specific IEP shall be developed.

The deadline for generation of ESY / IEP's shall be May 15th.

However, the district reserves the right to remain flexible in granting consideration for ESY programs after the determined deadline date.

### ELIGIBILITY

To receive ESY services, the student must be identified as handicapped and currently receiving special education and/or related services as defined by an IEP.

The ESY IEP shall be effective only for the immediate period of interruption. The provision of ESY for the immediate period of interruption does not imply that ESY will be required for subsequent periods.

Determination of the need for ESY for each pupil shall be made by the Child Study Team based on one or more of the following:

1. Empirical data maintained on the child, including IEP data.
2. Educational, medical, and/or psychological records of the student.
3. Reports provided by parents, teachers, therapists and others who have worked with the child.
4. Few, if any, gains during the regular school year, and it is believed that with an ESY program services the student could make reasonable gains.



5. Failure to maintain an acquired critical skill that leads to independence or decreased dependence on caregivers. In this case, programming shall be designed to provide for maintenance of existing critical skills.
6. Circumstances which result in the loss or a severe limitation of the pupil's capacity and potential to acquire a critical skill; i.e., hospitalization, additional trauma or acceleration of a degenerative condition. In this case, ESY provides for the continued development or acquisition of a critical skill to prevent the anticipated loss or limitation.

### ASSESSMENT

Recommended sources for information for determining whether a handicapped student requires extended school year services shall include one or more of the following:

1. Assessment information maintained on the student, including pretest and post-test data;
2. Current IEP and pertinent curricula information;
3. Progress reports maintained by teacher, therapist and others having direct contact with the student before and after breaks in educational programming;
4. Educational, medical or psychological records of the student from public and private sources;
5. Prognosis or opinions of educators, medical personnel, parents and others who work with the student;
6. Achievement of goals on successive IEP's;
7. Reports by parents of negative changes in adaptive behaviors over extended break periods;
8. Progress reports of teachers contrasting present and previous levels of achievement;
9. Medical and other agency reports indicating degenerative type difficulties which become exacerbated during breaks in educational programming.

### MODEL

The type and length of the ESY program which a student requires shall be decided on an individualized basis.

For additional information, see Extended School Year Guidelines May 1989, State of Idaho Department of Education.

Date of Adoption:

February 15, 1991

Revised 3/9/92, 1/13/93

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Money Drives and Contests Code No. 612

All fund-raising activities by school organizations must be cleared through the principal.

All contests, i.e., poster, essays, speech, etc., must be cleared through the principal. Ordinarily, only those contests recognized by the National Secondary Principal's Association, or authorized by the State Department of Education, will be allowed.

All a-thon promotions, i.e., jump-a-thon, walk-a-thon, etc., will be eliminated except those sponsored by our schools.

Date of Adoption:

1979

Revised 3/12/84, 3/9/92, 1/13/93

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Bomb Threat Procedure

Code No. 613

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Being responsible for the safety of the large number of students, teachers and other staff personnel, it is incumbent upon school administrators to do all that is prudent and possible in the event of imminent danger. Therefore, we must regard any bomb threat as a real danger to the lives and safety of all persons in a building which receives a bomb threat.

It is the greatest importance that each staff member cooperate to the best of his/her ability in the event of a bomb threat.

The following procedures will go into effect as soon as it is known that a bomb or lethal explosive device exists or is reported to exist in our building.

(1) The secretary or any other person taking the telephone call will attempt to gain all possible information from the caller. This information would include the site of the bomb and when it will explode, the sex, approximate age, voice tone, and the exact threat of the caller.

(2) Immediately upon receiving a call and obtaining all of the information you can, hang up the phone, then pick it up, get a dial tone on that same line, and press \*57. (The \* is right under the 7 key.) A recording will tell you if the call has been traced. Contact Farmer's Mutual Telephone Company at 452-4241. If the recording says that the call cannot be traced, contact the telephone company to find out what town the call came from.

(3) This information should be given immediately to the building principal. The superintendent of schools is also to be notified at this time.

(4) The building principal or the one in charge will ensure a final check of all areas of the building to make certain that all persons have been notified and have left the building.

(5) Staff members will take roll call and make certain that no student reenters the building for any reason. Names of missing students will be given to the building principal.

(6) Teachers and other staff members will quickly check their own teaching stations or areas (while the students are exiting) for any strange-looking items, such as brief bags, boxes or packages which have not been normally located within their area of responsibility.

(7) The building principal and custodian on duty will meet with the investigative officers when they arrive in order to clarify search procedures.

(8) If a dismissal decision is made, buses will be called and the students of the threatened school will be taken to their homes.

(9) Building searches for bomb or explosives will be conducted by the building principal, the custodians on duty, and investigating officers who have been called to the school.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93, 12/12/94

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Requirements for Participation in Graduation Ceremony / No Fifth-Year Students  
Enrolled at FHS/ Home School Transfers Code No. 614

High school seniors will participate in graduation ceremonies if they have met all the graduation requirements prior to the graduation of their class. Seniors not meeting the requirements for graduation may complete these requirements within one year of their class's graduation and will be granted a Fruitland High School diploma, but will not be included in the next years ceremony. Credits needed after the senior year must be earned through summer school, alternative school, or correspondence study; fifth-year students will not be enrolled at Fruitland High School.

Students previously home-schooled may receive a Fruitland High School diploma when the following conditions are met:

1. All high school course and credit requirements are met through accredited programs
2. A minimum of two years (eleventh and twelfth grades) are completed at Fruitland High School

Students who have earned more than 14 of their credits through home school, correspondence, study in a non-accredited school, or study in a foreign country may earn a diploma if they meet all graduation requirements. However, they will not be included in class ranking or valedictorian/salutatorian consideration.

Students who have earned credits through home study, correspondence study, study in a non-accredited school, or study in a foreign country may be required to pass competency tests in order to transfer those credits to Fruitland High School.

Date of Adoption:

October 9, 1995

Revised 5/8/00

Legal Reference: (Code of Idaho)

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Driver Training Policy

Code No. 615

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The Driver's Education Program policy is to take the oldest students who sign up for the program. As there are a large number of students who are in need of this extra-curricular service, a sign-up sheet is posted in the High School two weeks prior to the program's start. As each session can only accommodate 30 students, the list is used as the basis of filling the class list. Student's names are not taken on a first-come-first-served basis, but on an oldest in age priority. Students who may be older, but fail to sign up within that time frame will have to wait until the next session. Students in school will be notified by means of the announcements. Those home schooled students living in the school district will need to check with the school for sign-up times. Out of district students will not be considered. NO exceptions to the age priority will be made.

Students are advised NOT TO PURCHASE A DRIVER TRAINING PERMIT OR PAY THE CLASS FEE UNTIL THEY HAVE BEEN NOTIFIED THAT THEY HAVE BEEN ACCEPTED INTO THE CLASS. A list of students accepted into the program will be posted in the High School prior to the program beginning. A letter will be sent to advise the students of the procedures, requirements and deadlines for the purchase of permits and the payment of fees.

The Driver Education Program conforms to all the Fruitland District and State of Idaho requirements for Driver's Education/Traffic Safety Education. This program is run as a service to the community. IT IS NOT A REQUIREMENT OF THE STATE BOARD OF EDUCATION THAT IT BE OFFERED TO ANY STUDENT AT ANY TIME AS A PART OF THE REGULAR EDUCATIONAL CURRICULUM. Driver's training is offered to those who meet the requirements within the scheduled time frame.

Because the Idaho State requirements for Driver Education include a minimum of 30 classroom hours, 6 hours behind-the-wheel time and 6+ hours of observation time, ATTENDANCE IS MANDATORY. Failure to attend class or driving will constitute failure of the class. The instructor must give the student a classroom grade, a driving skills grade and an attitude grade. Failure in any of these three areas will constitute failure of the class. Missing one (1) class without prior notification to the instructor or missing two (2) classes with notification to the instructor or four (4) tardies will constitute failure of the class. Vehicles are rented and returned within a specified time slot, therefore, failure to complete the driving within the specified time frame will constitute failure for the class.

There needs to be a clear and solid commitment of both parent and student in order for the student to finish the class. There will be no refund of class fees after the first day of class. All students and their parents MUST be firmly committed to arranging their schedules to be able to complete this program. If you CANNOT make this commitment, DO NOT sign up for the class. In order to successfully complete this class, ALL students must drive both during the week and on some weekends. ALL students must be flexible in their time scheduling. We would like to accommodate everyone and their needs, but you must be willing to cancel other interests, if necessary, to finish the class. There are some areas which may be flexible, but by law, we cannot disallow any part of the program. If my schedule will allow it, I will make up missed drives, but YOU will pay a fee of \$24.00 for a lesson. If you miss a drive and are not able to schedule another time, you will not pass the class and will have to take the whole class again.

As you can see, it is absolutely essential that both students and parents make a solid commitment to this program.

Date of Adoption:

March 10, 1997

Legal Reference: (Code of Idaho)

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INSTRUCTIONAL PROGRAM

Series 600

Policy Title Foreign Exchange Student Acceptance Policy Code No. 616

Fruitland High School will accept three foreign exchange students per year. Exchange students must be placed by a foreign exchange program listed in section 8-9-1 of the Idaho High School Activities Association Rules and Regulations Manual, and no more than one student will be accepted from any exchange program. The host family must reside in the Fruitland School District.

Date of Adoption:

Legal Reference: (Code of Idaho)

March 10, 1997

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## INSTRUCTIONAL PROGRAM

Series 600

Policy Title Fruitland School District Policy Regarding Senior Transfers Code No. 617

In order to receive a Fruitland High School diploma and/or participate in the commencement ceremony, a student transferring from a public school must meet the following requirements:

1. Meet all Idaho graduation requirements.
2. Be in attendance at Fruitland High School for at least the second semester of the senior year(extenuating circumstances may be approved by school board action).
3. Meet Fruitland High School attendance requirements.
4. Complete the Fruitland High School senior project for English IV and Government.

Date of Adoption:

April 12, 1997

Revised: 6/12/2000

## INSTRUCTIONAL PROGRAM

Series 600

Policy Title: Early Graduation Code #: 618

Any student who completes all graduation requirements (credits, required course, required on-site courses, exiting standards, and senior project) prior to completion of eight semesters of high school work may petition the Superintendent requesting to graduate early.

Any student seeking to graduate early must follow the following procedure:

- A. Letter of application must be submitted to the Superintendent at least two (2) semesters prior to the proposed graduation date. Application must be in writing and must be co-signed by parents or legal guardians.
- B. Application must be accompanied by a recommendation from the high school principal.

If the Superintendent denies the application, the student may appeal the decision to the School Board. The decision of the School Board will be final.

Students who plan to finish in three years will be advanced to twelfth grade for their third year, upon approval of the Superintendent. They will be subject to the same requirements, policies, and restrictions as all other seniors.

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

Date of Adoption: May 8, 2000, revised 9/9/2003

INSTRUCTIONAL PROGRAM

Series 600

Policy Title: \_\_\_\_\_ Code #: 619

## **Instructional Program**

### **Series 600**

**Policy Title: Nutrition and Wellness**

**Code No.: 620**

The Fruitland School District is committed to providing a school environment that promotes health safety and enhances learning and development of lifelong wellness practices.

A healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices and an appropriate amount of physical activity.

Quality nutrition education builds knowledge and skills throughout the student's school experience. Nutrition and nutrition education are recognized as important contributors to a student's overall health. All nutrition education is based on scientifically based materials and information as disseminated by the USDA Dietary Guidelines for Americans.

Nutrition education is offered throughout the school curriculum in the Health and Physical Education courses. The instructional staff and the school district Food Service program work to together on nutrition education for our students.

To accomplish the school district's nutrition and wellness goals:

- Student nutrition programs comply with federal, state and local requirements. Child nutrition programs are accessible to all students.
- The Fruitland schools will continue to work with vendors to provide choices and selection for healthy food and beverages on the school campus.
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals.
- Physical activity is supported and encouraged by offering regular physical education and health courses in the K-12 curriculum and after school sports programs for students.
- A committee of school district staff and patrons will meet periodically to review and evaluate the implementation of the school district's nutrition and wellness guidelines.

**Date of Adoption:**

6-12-06

**Legal Reference:**

Sec. 204, Child Nutrition and WIC

Reauthorization Act of 2004

I.C. 33-512 Governance of Schools

# INSTRUCTIONAL PROGRAM

## Series 600

Policy Title: Section 504 Procedures for Students with Disabilities

Code No. 621

It is the responsibility of this district to identify and evaluate students in need of special services or programs in order that such students may receive the required free appropriate education pursuant to the provisions of Section 504 of the Rehabilitation Act of 1973.

For the purposes of this policy, a student who may need special services or programs pursuant to Section 504 is one who has a physical or mental impairment that substantially limits the student's ability to participate in or benefit from the district's educational programs.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under district policy and under state and federal laws and regulations.

Each qualified person within the district who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free appropriate education in the district.

### **IDENTIFICATION AND REFERRAL PROCEDURES**

Any student who needs or is believed to need special education or related aids and services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other certificated school employee to the Multi-disciplinary team (*MDT*) for identification and evaluation of the student's individual education needs.

The *MDT* will be composed of persons knowledgeable about the student, the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options. Each building principal will monitor the composition of the *MDT* to ensure that qualified personnel participate.

The *MDT* will consider the referral and, based upon a review of the student's existing records, including academic, social, and behavioral records, make a decision as to whether an evaluation under this procedure is appropriate. If a request for evaluation is denied, the *MDT* will inform the parents or guardian of this decision and of their procedural rights.

### **EVALUATION**

Evaluation of the student and formulation of a plan of services will be carried out by the *MDT* according to the following procedures:

1. The *MDT* will evaluate the nature of the student's disability and the impact of the disability upon the student's ability to participate in or benefit from the district's educational programs. This evaluation will include consideration of any behaviors that interfere with regular participation of a student who otherwise meets the criteria (such as age) for participation in the educational program and/or activities.
2. The *MDT* shall consider all relevant information on the student to determine whether he or she is disabled under Section 504. Information may include reports from physicians, observations from parents, teachers, and/or school personnel, results of standardized aptitude and achievement tests, comprehensive assessments conducted by this district's professional staff and other relevant evaluation material, as appropriate. The information will also include consideration of the student's behavior.

In order to ensure that the *MDT*'s interpretation of evaluation data and placement decision is consistent with federal law, the *MDT* shall:

1. draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior;

2. document that the information obtained from all sources is carefully considered;
3. ensure that the *MDT* team's placement decision is made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and the placement options; and
4. ensure that the placement decision provides appropriate academic and nonacademic settings.

No final determination of whether the student will or will not be identified as a disabled individual within the meaning of Section 504 will be made by the *MDT* without first inviting the parent or guardian of the student to participate in a meeting concerning such determination.

A final decision will be made by the *MDT* in writing, and the parents or guardian of the student shall be notified of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.

### **WRITTEN PLAN FOR SERVICES**

For a student who has been identified as disabled within the meaning of Section 504 and in need of special education or related aids and services, the *MDT* shall be responsible for determining what is needed. In making such determination, the *MDT* shall consider all available relevant information, drawing upon a variety of sources, as set forth in the Evaluation section of this policy.

The parents or guardian shall be invited to participate in *MDT* meetings where services for the student will be determined, and shall be given an opportunity to examine all relevant records.

The *MDT* will develop a written plan describing the disability and the special education or related aids and services needed. The plan will specify how the regular or special education and related aids and services will be provided, and by whom.

The team may also determine that no special education or related aids and services are appropriate. If so, the record of the *MDT* proceedings will reflect the identification of the student as a disabled person and the basis for the decision that no special services are presently needed.

A disabled student shall be placed in the regular educational environment of the district, with the use of the supplementary aids and services, unless the district demonstrates that such placement cannot be achieved satisfactorily. The disabled student shall be educated with those who are not disabled to the maximum extent appropriate to the individual needs of the student.

The *MDT* shall notify the parent or guardian in writing of its final decision concerning the services to be provided.

All teachers of students with disabilities shall be provided with information in sufficient detail to address the individual needs of each student with a disability.

### **REVIEW OF THE STUDENT'S PROGRESS**

The *MDT* will monitor the progress of the disabled student and the effectiveness of the student's education plan annually to determine whether special education or related aids and services are appropriate and necessary, and that the disabled student's needs are being met as adequately as the needs of non-disabled students.

Prior to any subsequent significant change in placement, a comprehensive reevaluation of the student's needs will be conducted.

### **PROCEDURAL SAFEGUARDS**

The parents or guardians shall be notified in writing of all *MDT* decisions concerning the identification, evaluation, or educational placement of students made under this policy.

The parents or guardian shall be notified that they may examine relevant records.

As to such decisions by the *MDT*, the parents or guardian shall have the right to an impartial hearing, with the opportunity for participation by the parents or guardian and their counsel.

The request for a hearing shall be made in writing and addressed to:

Fruitland School District No. 373  
Section 504 Compliance Officer  
P. O. Box A/303 SW 3<sup>rd</sup> St.  
Fruitland, ID 83619  
Phone: (208) 452-3595  
Fax: (208) 452-6430

The hearing will be held in accord with district policy.

**Adopted:**  
9-13-10

**Legal Reference:**  
34 CFR Part 104

**Revised:**

## AUXILIARY SERVICES

### Series 700

- 700 Statement of Guiding Principles
- 701 School Nurse
- 702 School Breakfast/Lunch Program
- 703 School Transportation Program
  - 703.1 Transportation Scheduling and Routing
  - 703.2 Safety Busing
- 704 Computer Software
- 705 District-Owned Vehicles



AUXILIARY SERVICES

Series 700

Policy Title Statement of Guiding Principles Code No. 700

The Board of Trustees shall, as it deems necessary, provide for auxiliary services that will enhance the opportunity for all children to take full advantage of the Districts' educational program.

Date of Adoption:  
January 13, 1993

## AUXILIARY SERVICES

Series 700

Policy Title School Nurse Code No. 701

The School Nurse shall be responsible to the principals and Superintendent of Schools in performance of school health service.

He/She shall participate with the school administration, teachers and parents in planning and developing a school health program in keeping with the best practices of the day.

He/She shall assist in interpreting to the school staff, health conditions, home backgrounds and community conditions that affect the learning and welfare of children.

The School Nurse shall:

- (1) Give recommendations for securing dental and medical care.
- (2) Determine students needing health examinations or other health service.
- (3) Administer first aid to accident cases and emergency illness, which occur at school.
- (4) Contact homes of children referred to her by principals.
- (5) Supply information on prevention and control of communicable diseases.
- (6) Make necessary reports to parents, school personnel, family physician and other agencies.
- (7) Keep records and compile reports.
- (8) Participate in studies and surveys.

The School Nurse is employed for the nine months that school is in session. The salary for the Nurse will be determined annually by the Board.

The nurse is granted sick leave on the same basis as instructional personnel.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## AUXILIARY SERVICES

Series 700

Policy Title School Breakfast/Lunch Program Code No. 702

The school breakfast and lunch program shall be under the direction of the Food Services Supervisor who is directly responsible to the Superintendent.

The Supervisor will be employed by the Board of Trustees upon recommendation of the Superintendent of Schools.

The salary will be set by the Board of Trustees for the Director and all employees.

Employees of the school breakfast/lunch are required to hold a valid health card as required by the State of Idaho.

The Food Services Supervisor shall:

- (1) Plan menus that meet nutritional requirements set by the federal government.
- (2) Report financial standing and participation in the breakfast and lunch program to the Board at each regular meeting.
- (3) Compile all reports for government, etc.
- (4) Keep adequate written records.

The Food Services Supervisor is employed for twelve (12) months, cooks nine (9) months, and all breakfast and lunch room personnel are paid on an hourly basis.

Regularly employed breakfast and lunch room personnel receive one day of sick leave for each month employed, accumulative to 180 days. There is no sick leave for part-time employees. School breakfast and lunch personnel accumulate no vacation time.

A food service policy and list of guidelines is on file at the district office.

Breakfast and lunches may be paid for daily, weekly or monthly.

Pupils whose parents are financially unable to pay may be put on free breakfast and lunches in accordance with state and federal regulations.

Date of Adoption:

1979

Revised 2/15/91, 3/9/92, 1/13/93



## AUXILIARY SERVICES

### Series 700

Policy Title School Transportation Program Code No. 703

The School Board's primary concern in providing transportation services to students is the safety and protection of the health of students.

The District shall provide transportation to and from school for a student who:

1. resides at least one and one-half (1 ½) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be);  
or
2. is a student with a disability, whose IEP identifies transportation as a related service; or
3. in the judgment of the Board of Trustees, has another compelling and legally sufficient reason to receive transportation services, including the age or health or safety of the student.

All buses will load in the loading area under the supervision of the teacher on bus duty. Students may be denied bus privileges for misconduct. The removal from bus privilege will be by the Transportation Supervisor and/or Superintendent. Buses cannot be used for purposes other than school activities, unless approved by the Board. Transportation of non-authorized individuals will be left to the discretion of the building principal. Teachers are not to detain bus children after school without permission of the building principal and the cooperation of the parents.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student.

Date of Adoption: 1979

Reference: Idaho Code 33-1501, 33-1503, IDAPA  
8.023.03.109; No Child Left Behind Act of 2001 (P.L. 107-110)

Revised: 3/9/92; 1/13/93; 7/12/2005

## AUXILIARY SERVICES

Series 700

Policy Title: Transportation Scheduling and Routing

Code No. 703.1

The purpose of school transportation is to provide safe, comfortable and economical transportation for those students living beyond walking distance from Fruitland schools as defined by Idaho Code 33-1501

Idaho Code states that a Board of Trustees may require pupils who live less than one and one-half (1 ½) miles from the nearest established bus stop to walk or provide their own transportation to such bus stop.

### Route and Zone Determination

- The Board of Trustees of each school district may establish bus routes and non-transportation zones. Fruitland School District bus routes and zones shall be determined for each school year no later than the regular September meeting of the school board.

### Scheduling and Routing

- Students normally will be transported to school to and from their regularly designated stops.
- Two (2) designated addresses for pick-up and two (2) designated addresses for drop-off are permitted. The designated locations must remain the same for each day of the week.
- A day care center, family day care home, or a group facility, as defined in section 39-1102 Idaho Code, may substitute for the students' residence for student transportation to and from school.
- In cases where parents wish to take students home from school, arrangements should be made by 1:00 p.m. that day. In NO case should parents stop the bus along the highway for the purpose of removing their children.

The cooperation of parents and their children with school officials is essential to promote safe and efficient school bus transportation.

**Adopted:**  
7/2005

**Legal Reference:**  
Idaho Code 33-1501, Idaho Code 39-1102

**Revised:**  
3-12-12

## AUXILIARY SERVICES

Series 700

Policy Title Safety Busing Code No. 703.2

Safety busing is the transportation of a student who lives less than one and one-half (1 ½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the student(s) warrant such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1 ½) miles from school when one or more of the following criteria are met:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. Crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways;
8. Other unique circumstances or extraordinary factors
9. Railroad tracks

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three years.

See attachment: Measuring Instrument for Walking Students (2 pages)

Date of Adoption: 3/14/2005

Revised: 7/11/2005

References: Code of Idaho 33-1501

State Dept. of Education: Student Transportation

## MEASURING INSTRUMENT FOR WALKING STUDENTS

School District: \_\_\_\_\_

Location of Area Rated: \_\_\_\_\_

Date Rated: \_\_\_\_\_

Rate the following by putting a circle around the appropriate number. The higher the number, the more hazardous the walking route.	1. Safe	2. Moderately Safe	3. Unsafe	Numeric Score
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### Vehicular:

Average hourly traffic during school arrival & departure both morning and afternoon.	100-51	50-26	25-1	Comments:	
<b>AM &amp; PM</b>	3	2	1	_____	
Truck traffic during school arrival & departure both morning & afternoon	20-11	10-6	5-1	Comments:	
<b>AM &amp; PM</b>	_____	_____	_____	_____	
Posted traffic speed	65mph 3	45mph 2	25mph 1	Comments:	

### Pedestrian:

Number of Pupils	75-51 3	50-26 2	25-1 1	Comments:	
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Grade Level	Elementary 3	Middle School 2	High School 3	
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### Roadway:

Width of road	Multi-lane divided highway, raised or painted median	Multi-lane (two-way) or Single-lane w/ left turn lane	Two-lane Two-way Passing	Narrow, Two-way, no street markings	Two-lane Two-way No-passing	
Crossing	3	3	2	2	1	
Shoulder or sidewalk "Narrow"—under 3 feet "Wide"—3-8 feet	Narrow, no shoulder or sidewalk 3	Narrow, unpaved shoulder, no sidewalk 2	Narrow, paved shoulder, no sidewalk 2	Wide, unpaved shoulder, no sidewalk 1	Wide, paved shoulder no sidewalk 1	Sidewalk all way with no breaks 0

### Environmental:

Visual Obstructions: (trees, shrubs, hills, curves, buildings, etc.)	Comments:  Accumulative Exposure--% of Walking Route <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">➤ 30% 3</td> <td style="width: 33%; text-align: center;">20-10 % 2</td> <td style="width: 33%; text-align: center;">&lt; 10% 1</td> </tr> </table>	➤ 30% 3	20-10 % 2	< 10% 1
➤ 30% 3	20-10 % 2	< 10% 1		
Special Conditions: (extraordinary factors, fences, open waterway, railroad crossing, etc.)	Comments			
3				



## MEASURING INSTRUMENT FOR WALKING STUDENTS

Total Rating: 1-9	<b>SAFE</b>
10-18	<b>MODERATELY SAFE</b>
19-ABOVE	<b>UNSAFE</b>
<b>EXCEPTION:</b>	
<ol style="list-style-type: none"> <li>1. If the board, under special conditions (extraordinary factors, fences, open waterway, history of crime, railroad crossing, state highway, etc.), decides that it is unsafe, it is considered unsafe for students to walk to and from school.</li> <li>2. If more than one category is rated a #3 (unsafe), it is then considered unsafe for students to walk to and from school.</li> </ol>	
<b>RATING:</b>	

Contacted Agency for Making Improvements	Individual Contact Person	Phone Number
State Highway District:		
County Roads:		
City Streets:		
Canal Company:		
Developer:		
Property Owner:		
Other:		

**Comments:**

Evaluator: \_\_\_\_\_

Date Evaluated: \_\_\_\_\_

Date Board Approval: \_\_\_\_\_

## AUXILIARY SERVICES

Series 700

Policy Title: Computer Software

Code No: 704

All district staff and students will abide by the licensing agreement that accompanies each piece of software purchased by this district or used on district equipment. A notebook will be kept in the room where the equipment is primarily located. Included in this notebook will be:

1. Licensing agreements and warranties for the software used on the equipment.
2. Software licensing numbers.
3. Printout of autoexec.bat, config.sys, windows.sys.ini, and win.ini (if applicable) or a utility printout.

A copy of all licensing agreements will be filed with the systems administrator. The district building, room location, and name of software will be written on, or attached to, the agreement. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location.

### **INTERNET FILTERING SOFTWARE**

The school district will utilize technology protection measures to block or filter Internet access to visual depictions that are obscene, contain child pornography or other explicit sexual content, extreme violence or are otherwise harmful to minors. The systems administrator will oversee the procurement of such technology protection measures, evaluate the district's computer network service, at least annually, to determine whether the technology currently being used is adequate to comply with federal requirements regarding Internet safety for minors, and certify compliance with such federal regulations. The systems administrator, or designee shall randomly monitor the usage of computers on the school district network including the access to internet sites to assure compliance with all school district policies. Any apparent violations of this policy will be reported by the systems administrator to his/her supervisor or directly to the School Board, at its direction. The Board will receive a report on each of these content areas regularly and direct any necessary improvements or changes in programming.

### **USE OF PRIVATELY-OWNED SOFTWARE**

School district staff and students are not allowed to use privately-owned software on district equipment without prior approval by the systems administrator. All personal software used on school district equipment will be accompanied by:

1. The original discs:
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is privately owned and is being used in compliance with the software agreement.

The systems administrator will monitor compliance by staff and students of all policies related to computers and/or software. Violations of such policies may result in appropriate actions taken pursuant to the Computer and Network Service policy.

Date of Adoption:  
November 13, 2006

Legal Reference:  
17 USC Section 101, *et seq.*  
47 USC Section 254 (h)(1)  
*Marcus v. Rowley*,  
695 F.2d 1171 (9<sup>th</sup> Cir. 1983)

PUPIL PERSONNEL ADMINISTRATION

Series 700

Policy Title: District-Owned Vehicles

Code No. 705

The Fruitland School District owns and maintains certain vehicles. Included among them are a Driver's Education car, a suburban, pickups, and school buses. These are for use by properly authorized personnel of the Fruitland School District for Fruitland School District business purposes and functions.

In specific instances, the superintendent may designate specific employees who are subject to emergency callout. These employees may be assigned a Fruitland School District vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances as long as the school districts insurance will cover such an assignment.

Employees so designated, may be changed at any time by the superintendent without consultation or negotiation with the affected employee and the employee must live within the city limits of Fruitland. When an employee is designated to have a district vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Any driver who receives a citation for a driving violation while operating a Fruitland School District vehicle shall personally pay all fines levied. All citations received while the driver is a school district employee must be reported and may result in disciplinary action up to and including termination.

**Adopted:**  
9-14-09

**Legal Reference:**

## FINANCIAL AND BUSINESS MANAGEMENT

### Series 800

- 800 Statement of Guiding Principals
- 801 Budgetary Procedures
- 802 Maintenance of School Property
- 803 Purchasing
- 804 Expenditures and Financial Records
- 805 School Activity Funds
- 806 Tax Sheltered Annuities
- 807 Teachers Leaving Money and Personal Valuables in School
- Buildings
- 808 Designated Depository
  - 808.1 Designated Depository Criteria
  - 808.2 Designation/Maintenance of Status as Designated Depository
  - 808.3 Withdrawal of Status/Automatic Termination as Designated Depository
  - 808.4 Amendment to Designated Depository Criteria
  - 808.5 Designated Depository Forms
- 809 Positive Time Reporting
- 810 Fixed Assets and Management Discussion and Analysis
- 811 Allowable Uses for Grant Funds
- 812 Time and Effort Documentation
- 813 Procurement Under a Federal Award
- 814 Travel Allowances and Expenses
- 815 Federal Cash Management



FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Statement of Guiding Principles Code No. 800

The Board of Trustees recognizes that its primary purpose is to provide the best education possible within the limits of the established curriculum and the financial ability of the School District. The Board of Trustees also recognizes its deep responsibility to the citizens of the school district for the efficient use of public funds. It shall, therefore, be the duty of the Board of Trustees to determine the guidelines for the most effective use of public funds and for reporting to the public.

Date of Adoption:  
January 13, 1993

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Budgetary Procedures Code No. 801

The Superintendent in cooperation with the treasurer shall prepare a budget annually for consideration of the Board. The preliminary budget will be submitted at the regular May meeting of the Board. The Board will review and adopt the final budget at the regular June meeting. The public hearing, required under the statutes of the State of Idaho, will be held at the regular June meeting. The budget shall be adopted no later than 14 days after the public hearing. The Treasurer shall assist in administering the budget as approved by the Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Maintenance of School Property Code No. 802

Maintenance of the district property shall be reviewed annually by the Board of Trustees. Areas needing repair and/or painting will be suggested by the Superintendent.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93



# FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title **Purchasing** Code No. 803

## Authorization and Control

It is the policy of this District to conduct its purchasing program in a manner to assure the best utilization of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year and pursuant to state purchasing and federal procurement requirements. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$10,000 except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students.

The Superintendent shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds that align with state purchasing and federal procurement requirements. Staff members shall not obligate the District without express authority. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

## Bids and Contracts

With the exception of the purchase of curricular materials, whenever the cost of any construction, repair, or improvement; or the acquisition, purchase, or repair of any equipment; or other personal property necessary for the effective operation of the District exceeds fifty thousand dollars (\$50,000.00), formal bids shall be called for by issuing public notice as specified in statute as well as following federal procurement requirements. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bid, reject all bids, and publish notice for bids once again. If after calling for bids a second time, no satisfactory bid is received, the Board may proceed under its own direction, subject to the approval of the State Board of Education.

In determining what bid is the lowest responsible bidder, the District will not only take into consideration the amount of the bid. The District will also consider the skill, ability, and integrity of a bidder to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References for the bidder should be contacted.

The Superintendent shall establish bidding and contract awarding procedures that align with state purchasing and federal procurement requirements.

## Cooperative Purchasing

The District may cooperatively enter into contracts with one or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows state purchasing and federal procurement requirements.

### Personnel Conflicts of Interest

No employee will make any purchase or incur any obligations for or on behalf of the District from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this District has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or the vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by the District;
3. The interested employee will not be involved in any part of bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency, or other activity maintained or operated by the District.

No employee will solicit gifts, gratuities, favors, prizes, awards, merchandise, or commissions as a result of ordering any items or as a result of placing any purchase order with a business, contractor, or vendor on behalf of the District nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

### Procurement Under a Federal Award

In addition to the conflicts of interest outlined above, no employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest include instances where any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

1. The employee, officer, or agent;
2. Any member of his or her immediate family, including spouses, children and parents;
3. His or her partner. For the purposes of this policy, "partner" shall mean an adult of the same sex or different sex with whom the employee, officer, or agent shares a non-marital intimate relationship and a common residence and with whom they mutually affirm that they share responsibility for each other's common welfare; or
4. An organization which employs or is about to employ any of the parties listed above.

The following activities are prohibited:

1. The purchase during the school day of any food or service from a District contractor or vendor for individual use;
2. The removal of any food, supplies, equipment, or school property without proper authorization;
3. Individual sales by District personnel of any school property, including used items.

## Violations

Any District officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Cross Reference:     7400P Procurement Under a Federal Award  
                          7407 Public Procurement of Goods and Services

Legal Reference:    I.C. § 33-601 Real and Personal Property – Acquisition, Use or Disposal of Same.  
                          I.C. § 33-402 Notice Requirements  
                          I.C. § 33-316 Cooperative Contracts to Employ Specialized Personnel and/or  
  Purchase Materials  
                          I.C. § 18-1351 Bribery and Corrupt Practices – Definitions  
                          I.C. § 59-701 Ethics in Government  
                          2 C.F.R. § 200.317 Procurement by States  
                          2 C.F.R. § 200.318 General Procurement Standards  
                          2 C.F.R. § 200.320 Methods of Procurement to be Followed

## Policy History:

Adopted on: July 31, 2017

Revised on:



## FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Expenditures and Financial Records Code No. 804

All bills against the district must be accompanied by an invoice or a signed claim form supplied by the district. The bills will be submitted monthly to the Board of Trustees at the regular meeting for approval. The treasurer will keep a record of all expenditures and a financial report will be given at each regular meeting.

All purchases of \$10,000 or more must be submitted for bids.

The fiscal year under which the school board operates is a period of 12 months beginning on July 1st of each year. The Board of Trustees has the following powers and duties:

(1) To determine and order paid all lawful expenses for salaries, wages and purchases whether or not there is money in the treasury for payment of warrants drawn against any fund of the district. Whenever there are sufficient funds on deposit to do so, it may pay allowed claims by regular bank check.

(2) To invest all or part of any plant facilities reserve fund until such time the fund is required to be expended. Whenever in the judgment of the Board of Trustees, the proceeds of any bond issue should be temporarily invested pending expenditure for the purpose for which they were issued, the proceeds may be invested.

In the absence of any law prohibiting it, any profits or interest accrued from investments of any funds will be credited to the fund that the interest was obtained from.

(3) To insure any school house or other property against loss by fire or casualty, and to insure liability, board members, its officers and employees. In case of loss of any insured property, any proceeds from insurance may be used to: (a) build a temporary or permanent structure. However, no more than the amount of insurance may be expended except upon approval of a majority of the district electors, (b) may be placed in and made a part of the plant facilities fund, (c) may be placed in a separate account in bond interest and redemption fund to repay any kind of obligation incurred by the district in replacing or restoring property for which the proceeds were received and shall not be included in the computations of bond and bond interest levies.

(4) To pay from the general fund the expense of any member of the Board while traveling on the business of the Board. This includes: any meeting called by the State Board of Education or State Superintendent, meeting of the State Trustees Association, and to pay the membership fee of the Board of Trustees in the State Association.

(5) To prepare or cause to be prepared and published within 120 days of the last day of the fiscal year an annual financial condition statement. This shall be published in one (1) newspaper in the district. If a newspaper is not published in the district, then the statement shall be published in a paper in the county

where the district is located. One (1) copy of the annual statement will be retained by the clerk for public inspection.

(6) To cause a full and complete audit of district and student body funds. The audit will be made by an independent auditor in accordance with generally accepted auditing standards and procedure. The auditor will be employed on a written contract. One (1) copy of the audit report will be filed with the legislative auditor, and one (1) copy will be filed with the State Board of Education.

(7) To file annual financial and statistical reports as required by the State Board of Education.

(8) To have destroyed any check, warrant or claim, five (5) years after it has been paid.

(9) To review the school district budget periodically and make appropriate budget adjustments.

Any person proposing a budget adjustment must notify, in writing, each member of the Board of Trustees one week prior to the meeting at which the proposal will be made. A sixty percent (60%) vote is necessary by the Board of Trustees. Prior to the final vote, a public notice will be published. Amended budgets will be submitted to the State Board of Education.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

Legal Reference: (Code of Idaho)

33-601

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title School Activity Funds Code No. 805

All funds for the organization and classes of Fruitland High School shall be kept by a central bookkeeping system in the high school office. All high school student accounts or funds will be handled through the high school office, with all money collected to be turned in daily. Bank deposits will be made regularly.

All purchases of material for school functions will be made by request of the organization sponsor, by requisition. Payment will be made by the treasurer from funds deposited in the student account. All bills will be verified and payment made by check. No student or teacher will make a purchase, or pay for articles required for school functions without prior approval of the advisor by means of a purchase order.

The elementary and middle schools will maintain an accounting system for each building.

The student accounts are under the direction of the principal.

Student account books will be audited annually in the same manner as the school district accounts are audited.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

# FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Tax Sheltered Annuities Code No. 806

The Board of Trustees adopted the following policy regarding Tax Sheltered Annuities. Tax annuity markets may be opened without a limit of companies but with a minimum of 5 people per company. However, each company must obtain permission from the administration and they must set up their accounting so that the Clerk will have necessary information for tax reporting purposes on or before January 5th. Enrollment months will be September through November 10th.

Date of Adoption:

July 10, 1972

Revised 11/13/72, 7/9/79, 3/9/92, 1/13/93



FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title Teachers Leaving Money and Personal Valuables in School Buildings Code No. 807

No money or valuables are to be left in the classroom. Teachers are personally liable for any loss.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Designated School District Depository Code # 808.0

**Maintenance, Withdrawal, Termination, and Amendment of Designated Depository for  
School District Funds**

The Treasurer can deposit moneys with any financial institution that meets the requirements of a Designated Depository and is so designated by the Board of Trustees. State Law governs qualifications, procedures, disclosures and reporting by Designated Depository, and violations which would negate such status.

Date of Adoption:  
April 17, 2000

Legal Reference: (Idaho Code)  
57-1 Public Depository Law

# FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Designated Depository Criteria Code No. 808.1

## Financial Institution Criteria:

1. Have a valid and existing status as a national bank, state bank, trust company, federal savings and loan association or state savings and loan association, federal credit union or state credit union status located within the geographic boundaries of the School District in the State of Idaho.
2. Have submitted a completed Application for Designated Depository Status (Form #603)
3. Have submitted an Affidavit in the form and substance set forth on (Form #604) regarding payment of all state and local taxes.
4. Have submitted an Affidavit (Form #605) describing debt owed by Treasurer or Auditor to said applicant. Said Affidavit must be reviewed by all members of the School Board, and kept confidential (not open to public record).
5. Have submitted an Affidavit (Form #606) setting forth the capital stock, surplus and resources, and unallocated or undivided earnings of applicant (financial institution).
6. Have submitted an Affidavit (Form #607) stating that the applicant shall pay interest on time deposits made by the District at rates not less than those paid to investors for deposits of the same amount made under like circumstances and conditions.
7. All Affidavits must be submitted to the District Treasurer at the District Administration Office.

Date of Adoption:

April 17, 2000

Legal Reference: Idaho Code

57-1 Public Depository Law

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Designation/Maintenance of Status as Designated Depository Code 808.2

1. Designation

Upon completion of all financial institution criteria, the Board of Trustees may, by resolution, confer the status of Designated Depository upon the applicant subject to the limitations in resolution Form #608. The Board of Trustees shall issue a Notice of Designated Depository Status delivered by the District Treasurer to the Designated Depository. (Form #609)

2. Maintenance of Status

The Designated Depository must perform in a complete and timely manner the following procedures in order to maintain its status as a Designated Depository.

- a. Annually submit affidavits relating to payment of all state and local taxes (Form #604)  
(Note: There is **no requirement** that this affidavit be received each year, but the Treasurer is prohibited at any time from depositing moneys with a financial institution that has not paid such taxes.)
- b. Annually submit disclosure statement of any loans owed to the bank by the Treasurer and the Auditor. (Form #605)
- c. Submit no later than July 31 of each year an affidavit setting forth the capital and surplus of the Depository. (Form #606)
- d. Submit each month to the Fruitland School District Clerk / Treasurer / Business Manager a statement showing the amount of each deposit of District Moneys, date of deposit, and daily balance of District Moneys held by it during the preceding month.

Date of Adoption:  
April 17,2000

Legal Reference: (Code of Idaho)  
\_\_\_\_\_

# BUSINESS AND FINANCIAL MANAGEMENT

## Series 800

Policy Title: Withdrawal of Status/Automatic Termination as Designated Depository Code No. 808.3

### Withdrawal of Status

The Board of Trustees may, by resolution, withdraw the status of Designated Depository from any financial institution at its discretion and/or for the following reasons:

- a. The State Investment Board has advised the District that the designated Depository has failed to maintain the standards of liquidity or otherwise to comply with the provisions of the Public Depository Law or other laws, or with the regulation of the State Investment Board.
- b. The Board of Trustees becomes aware of any false statement made on any of the applications or affidavits submitted by the Designated Depository as part of the application or maintenance of status procedures and requirements described in the above subsection.
- c. For violation of any duty or obligation imposed upon a Designated Depository by the Public Depository Law contained in Title 57, Chapter 1, Idaho Code. (Note: See Form #620 & Form #621 illustrating a resolution and notice of withdrawal of Designated Depository status and funds.)  
(See Forms #620 and #621 illustrating a resolution and notice of withdrawal

of Designated Depository status and funds.)

### Automatic Termination

The Board of Trustees can provide by policy that the status of Designated Depository shall be deemed automatically withdrawn without formal action by the Board should the Designated Depository fail to timely submit any of the documents required for maintenance of status as Designated Depository. The Board should not waive strict compliance with the filing deadlines and the requirements relating to execution, (808.3—Withdrawal of Status/Automatic Termination-----page 2 acknowledgment and completeness of a document. Should the status of a Designated Depository be automatically withdrawn, the Board may consider re-application consistent with the requirements set forth in the Application Procedure where consideration of such re-application is prohibited by the Public Depository Law or otherwise at law.

Date of Adoption:  
April 17, 2000

Legal Reference: Idaho Code  
57-1 Public Depository

BUSINESS AND FINANCIAL MANAGEMENT

Series 800

Policy Title: Amendment to Designated Depository Criteria Code No. 808.4

Amendment

The Board may amend the provisions with regard to the extent of authorization as set forth in its resolution and notice granting Designated Depository status (See Form # 608 & Form #609) by:

- a. Increasing or decreasing the amount of District moneys which the Treasurer is authorized to place in said Designated Depository.
- b. Adding or deleting accounts which the Board has approved to be opened and maintained by the Treasurer.
- c. Such other changes and conditions, as the Board deems appropriate in the management of District moneys.

Date of Adoption:  
April 17,2000

Legal Reference: Idaho Code  
57-1 Public Depository Law

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Designated Depository Forms Code No. 808.5

APPLICATION  
DESIGNATED DEPOSITORY STATUS

Name of Applicant: \_\_\_\_\_

Type of Institution: \_\_\_\_\_

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

(Street)

\_\_\_\_\_  
(PO Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

Head Office Address: \_\_\_\_\_

(Street)

\_\_\_\_\_  
(PO Box)

\_\_\_\_\_  
(City) (State) (Zip Code)

Name of Branch Manager: \_\_\_\_\_

Branch Telephone No.: ( ) \_\_\_\_\_

Type of Accounts/Investments Available: (Circle)

1. Demand Deposits—non-interest bearing
2. Demand Deposits—interest bearing
3. Time Certificates of Deposit
4. Savings Accounts
5. Other \_\_\_\_\_

Form #603

Banking & Investment Policy—page 1

Details of Deposit Insurance Coverage

1. Insurer \_\_\_\_\_
2. Amounts \_\_\_\_\_
3. Insurance on Multiple Custodial Accounts    Yes    No  
(Circle)

The undersigned, being an authorized officer of the above-named Applicant, hereby certify that I have read the Fruitland School District #373 Banking and Investment Policy and that the Applicant will comply with the requirements contained therein relating to Designated Depositories, if such status is conferred and that the information set forth above is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



AFFIDAVIT  
PAYMENT OF TAXES

Comes now \_\_\_\_\_ a duly authorized officer of  
(Name of Officer)

\_\_\_\_\_, and upon oath duly sworn  
deposes and says that the Depository herein named has paid in full all state and local  
income, sales, use, payroll and franchise fees due to the State of Idaho and its political  
sub-divisions as of this date.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

STATE OF IDAHO            )  
  :SS.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2000, before me, a notary public in and for said State,  
personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_  
of the corporation or association that executed the foregoing instrument or the person who executed the  
instrument on behalf of said corporation or association, and acknowledged to me that such corporation or  
association executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year  
first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My commission exp. \_\_\_\_\_

AFFIDAVIT  
DEBTS OWED BY DISTRICT

Comes now \_\_\_\_\_, a duly authorized officer of  
(Name of Officer)

\_\_\_\_\_ and upon oath duly sworn deposes and  
(Name of Designated Depository)

says that the Auditor and Treasurer of the Fruitland School District #373 owes the

following amounts to the Depository named herein of this date:

	<u>Amount Owed</u>
_____ (Treasurer)	\$ _____
_____ (Auditor)	\$ _____
_____ (Date)	_____ (Signature)

STATE OF IDAHO            )  
  :ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2000, before me, a notary public in and for said State, personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_ of the corporation or association that executed the foregoing instrument or the person who executed the instrument on behalf of said corporation or association, and acknowledged to me that such corporation or association executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My commission exp. \_\_\_\_\_

NOTE—CONFIDENTIAL-IMPROPER DISCLOSURE PUNISHABLE BY LAW

AFFIDAVIT  
CAPITAL & SURPLUS of DEPOSITORY

Comes now \_\_\_\_\_, a duly authorized officer of \_\_\_\_\_, certify that the Depository has the following account balances upon its general ledger as of \_\_\_\_\_, which balances are true and correct:

Capital Stock	\$ _____
Surplus	\$ _____
Reserves	\$ _____
Unallocated/Undivided Earnings	\$ _____
<b>Total</b>	<b>\$ _____</b>

_____	_____
Date	Signature
	_____
	Title

STATE OF IDAHO            )  
  :ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2000, before me, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be the \_\_\_\_\_ of the corporation or association that executed the foregoing instrument or the person who executed the instrument on behalf of said corporation or association, and acknowledged to me that such corporation or association executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My commission exp. \_\_\_\_\_

AFFIDAVIT  
PAYMENT OF INTEREST ON TIME DEPOSITS & REPORTING

Comes now \_\_\_\_\_, a duly authorized officer of  
(Name)

\_\_\_\_\_, and upon oath duly sworn deposes and says:  
(Name of Institution)

1. That the depository herein will pay interest on time deposits made by the Fruitland School District #373 at rates not less than those paid to investors for deposits of the same amount and under like circumstances and conditions so long as District Moneys are deposited with it.
2. That the depository named herein will, so long as District Moneys are deposited with it, make all monthly reports to the District's Auditor and Treasurer as required by Idaho Code, 57-134:

The treasurer shall require, and it is hereby made the duty of every such depository to keep accurate accounts of all such moneys deposited with it, showing the amount deposited, and when deposited, and to render, at the beginning of each and every month, to the treasurer and auditor a statement, in duplicate, showing the daily balance of the public moneys of the depositing unit held by it during the month next preceding. [1921, ch. 256, #30, P. 557; am. 1927, ch. 154, #12, P. 200; I.C.A., #55-133 am. 1937, ch 98, #2, P 142.]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

STATE OF IDAHO            )  
  :ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2000, before me, \_\_\_\_\_  
Known to me to be the \_\_\_\_\_ of the corporation or association that executed the foregoing instrument or the person who executed the instrument on behalf of said corporation or association, and acknowledged to me that such corporation or association executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
Commission exp. \_\_\_\_\_

RESOLUTION  
CONFERRING STATUS OF DESIGNATED DEPOSITORY

Whereas, \_\_\_\_\_, has submitted an application for  
(Name of Applicant)

obtaining Designated Depository Status from the Fruitland School District #373; and

Whereas, said applicant has met all the requirements of Section 808 of this District's Banking and Investment Policy; and

Whereas, the District's Treasurer has also reviewed the application and accompanying documents, has investigated the credit worthiness of the applicant, its deposit insurance coverage and its capital and surplus and has reported and recommended to the Board of Trustees that the status of Designated Depository be conferred upon said applicant together with other matters relevant thereto;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Fruitland School District #373 hereby confers the status of **Designated Depository** upon \_\_\_\_\_, pursuant to the subject to this District's

(Name of Applicant)  
Banking and Investment Policy;

Be it further resolved that the Treasurer is hereby authorized to open demand deposit accounts with the Applicant as follows:

	<u>Name of Account</u>	<u>Balance of Account Not to Exceed</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

Be it further resolved that the Clerk of the District is hereby directed to issue a Notice of Designated Depository Status to the applicant and to furnish a copy of the same to the Treasurer of the District.

Vote being had on the above and foregoing resolution and having been counted and found to be as follows, the Chairman declared said resolution adopted:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Trustee #1	_____	_____	_____
Trustee #2	_____	_____	_____
Trustee #3	_____	_____	_____
Trustee #4	_____	_____	_____
Trustee #5	_____	_____	_____
<b>Total</b>	=====	=====	=====

NOTICE OF DESIGNATED DEPOSITORY STATUS

\_\_\_\_\_, being the duly elected and qualified Clerk of the Fruitland School District #373, hereby gives notice that the status of Designated Depository has been conferred upon \_\_\_\_\_ by the Board of Trustees of the District by way of Resolution dated \_\_\_\_\_, 2000, which Resolution is spread upon the minutes of the duly constituted meeting of the Board of Trustees held that date.

The account names and maximum balances, which can be deposited by the District Treasurer with this Designated Depository, are as follows:

	<u>Name of Account</u>	<u>Balance Not to Exceed</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

This status can be automatically terminated or withdrawn by the District pursuant to the provisions of the District's Banking and Investment Policy, as it may from time to time be amended.

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

(seal)

\_\_\_\_\_  
Clerk, Fruitland School District #373

APPOINTMENT OF CUSTODIAN

\_\_\_\_\_, THE DULY ELECTED AND QUALIFIED Treasurer of the Fruitland School District #373, hereby appoints \_\_\_\_\_ as Custodian of that account with \_\_\_\_\_, located at \_\_\_\_\_, which account represents monies of the District deposited with said depository, more particularly described as follows:

<u>Account No.</u>	<u>Account Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

All withdrawals of monies from said account must be on warrants or check of the District executed by the Chairman of the Board or Trustees and Treasurer of the District.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature  
Treasurer, Fruitland School District #373

Form #610  
Banking & Investment Policy

Date of Adoption:  
April 17, 2000

Legal Reference: (Code of Idaho)  
\_\_\_\_\_

FINANCIAL AND BUSINESS MANAGEMENT  
Series 800

Policy Title: Positive Time Reporting

Code No. 809

Many programs administered by Fruitland School District are funded through federal sources and are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time reporting". "Positive time reporting" is recording the actual time spent working on a set of activities which are applicable and allowable under the terms and conditions of the funding source.

Any vacation, sick leave, compensatory time taken, holiday pay, or other non-worked pay will be distributed according to the default index(es) assigned to the employee's position.

A quarterly review and reconciliation will be performed by Accounting to ensure time is being charged appropriately.

**Employee Responsibility**

Employees are responsible to correctly charge actual time worked to the appropriate funding source(s) associated with any federal programs. Employees will work with their supervisor and/or SDE Accounting staff to determine correct index(es) to use on their timesheet.

**Supervisor Responsibility**

Supervisors are required each pay period to verify hours were actually spent working directly on the federal or other programs, and correct index(es) were used in coding the timesheet, when they electronically sign the timesheet in the State Controller's online payroll system.

**Program Coordinator/Director Responsibility**

The Program Coordinator or Director will discuss program needs with their Supervisor. Coordinators/Directors will closely monitor activities, expenses and revenue of their program and report any deficiencies to their Supervisor and Accounting. It is the responsibility of the Program Coordinator/Director/or designee to inform Accounting when a funding source has been exhausted, and if a new index code needs to be established due to rollover into new fiscal year funds or the award of an entirely new federal grant.

**Adopted:**  
12/9/13

**Legal Reference:** Idaho Dept. of Ed



# FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Fixed Assets and Management Discussion and Analysis Code # 810

## **Purpose**

The Board recognizes the need to implement the required accounting and financial reporting standards set out in Governmental Accounting Standards Board Statement 34 (“GASB 34”)

The primary objectives of implementing the GASB 34 are to assure compliance with State requirements, to properly account for both the financial and economic resources, and to provide new and additional information to users of District financial statements.

## **Authority**

Participation and reporting shall be in accordance with Board policy, State of Idaho Fiscal Policy manuals as prepared by the office of the State of Idaho Controller’s Office, and GASB 34.

## **Delegation of Responsibility**

The responsibility to coordinate the compilation and preparations of all information necessary to implement this policy is delegated to the Superintendent in cooperation with the District Accountant.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Board of Trustees.

The Superintendent in Cooperation with the District’s Accountant shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval prior to publication.

Prior to submission of the MD&A for Board approval, the independent auditors shall review the MD&A, in accordance with SAS No. 52, “Required Supplementary Information.”

## **Guidelines**

In order to associate debt with acquired assets, and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. Any assets capitalized should be depreciated using their estimated useful life, not their amortization schedule.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be not less than \$5,000.00

The capitalization threshold shall be set at a level that will capture at least eighty percent (80%) of all fixed assets.

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Library books;
2. Classroom texts;
3. Computer equipment;
4. Classroom furniture;

These asset category costs shall be capitalized and depreciated as groups when that group's acquisition cost exceeds the capitalization threshold in any given fiscal year.

For group asset depreciation purposes, the estimated useful life of the group may be based on the weighted average or simple average of the useful life of individual items, or on an assessment of the life of the group as a whole. Periodically, the intermediate unit shall review the estimated life of groups of assets and adjust the remaining depreciation life of the group.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The intermediate unit may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

Legal Reference: Governmental Accounting Standards Board ("GASB") Statement No. 34

Policy History:

Adopted On: 7/31/17

Revised On:

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Allowable Uses for Grant Funds Code # 811

Allowable Uses for Grant Funds

When determining how the District will spend its grant funds, the Federal Programs Office will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in Education Department General Administrative Regulations, which are provided in the bulleted list below. All costs must:

1. Be necessary and reasonable for the performance of the federal award;
2. Be allocable to the federal award;
3. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the District;
4. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the federal award;
5. Be treated consistently;
6. Be adequately documented;
7. Be determined in accordance with General Accepted Accounting Principles (GAAP), unless provided otherwise in Part 200;
8. Not be included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such.

Legal Reference: 2 CFR § Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
2 CFR § Part 3474 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Policy History:

Adopted on: 7/31/17

Revised on:

FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: **Time and Effort Documentation** Code # 812

**FINANCIAL MANAGEMENT**

Time and Effort Documentation

Employee: \_\_\_\_\_

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

Reporting Period: \_\_\_\_\_

Cost Objective (Program Activity)	Fund Code or Program Function Code	Program	Distribution of Time (Percentage of Hours)

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Employee Signature: \_\_\_\_\_

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

Reviewed by Supervisor: \_\_\_\_\_

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

Policy History:

Adopted on: 7/31/17

Revised on:

## FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: **Procurement Under a Federal Award** Code # 813

In addition to its other policies and procedures regarding procurement, the District shall adhere to the following requirements when making procurements under a federal award. The District shall:

1. Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be produced, and set forth those minimum essential characteristics and standards to which the material, product, or service must conform. The District will identify all requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals.
2. Provide a written method for conducting technical evaluations of the proposals received and for selecting recipients, including factors considered for the evaluation; who performs the evaluation, the number of evaluations performed, the timeframe for conducting any evaluations, and the selection of a vendor and whether another positions reviews the evaluation.
3. Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
4. Avoid acquiring unnecessary or duplicative items;
5. Consider consolidating procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
6. Maintain a list of prequalified person, firms, or products which are used in acquiring goods and services and include enough qualified sources to ensure maximum open and free competition.
7. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
8. Maintain records sufficient to detail the history of procurement. These records will include:
  - A. Rationale for the method of procurement;
  - B. Selection of contract type;
  - C. Contractor selection or rejection; and
  - D. The basis for the contract price.
9. The use of a time and materials type contract is prohibited unless the District determines that no other contract is suitable. Time and materials type contract means a contract whose cost to a District is the sum of:
  - A. The actual cost of materials; and

- B. The direct labor hours charged at an hourly rates that reflect wages, general and administrative expenses, and profit.

When this type of the contract is used, it will include a ceiling price that the contractor exceeds at his or her own risk. The District will assert a high degree of oversight over such contracts in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

- 10. Be responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
- 11. The District will adhere to any additional procurement rules as applicable to specific federal programs such as federal child nutrition programs.

### **Time and Effort Documentation**

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work shall be documented on Form 7400F.

#### Procedure History:

Adopted on: 7/31/17

Revised on:

# FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: Travel Allowances and Expenses Code # 814

Every District employee and Board Member will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

## Types of Travel

**In District Expenses:** District employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to District business. Actual mileage driven for pre-approved in District travel shall be reimbursed. It is the responsibility of the Board to review travel within the District by the Superintendent or by Board Members.

Meals incurred inside the District shall not be reimbursed, except for banquets attended to represent the District.

**Out of District Travel:** Travel outside of the District must be pre-approved. Board Members shall obtain Board approval prior to incurring out of District expenses, and employees shall obtain prior approval from their supervisor and the Superintendent.

Actual monies spent for food while on out of District trips requiring an overnight stay shall be reimbursed.

District employees and Board Members shall be reimbursed for actual and necessary expenditures incurred outside the District.

## Documentation of Expenses

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

Prior to reimbursement of actual and necessary expenses, the District employee or Board Member must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item and any appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees shall submit their receipts, travel expense forms, and voucher forms to the Superintendent. The Superintendent and Board Members shall submit such documentation to the Board. Failure to provide a detailed receipt will make the expense non-reimbursable.

In exceptional circumstances, the Board may allow a claim without a proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the District's record of the claim.

The Board directs the Superintendent to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

## Travel Costs Under Federal Award

**General:** Travel costs are the expenses for transportation, lodging, food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip.

**Lodging and subsistence:** Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations. If these costs are charged directly to the federal award, the District will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with this policy and any related procedures; and
3. Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

**Commercial air travel:** Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

Legal Reference: I.C. § 33-701      Fiscal Year – Payment and Accounting of Funds  
                          2 C.F.R. § 474      Travel Costs

Policy History:

Adopted on: 7/31/17

Revised on:



## FINANCIAL AND BUSINESS MANAGEMENT

Series 800

Policy Title: **Federal Cash Management** Code # 815

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act. Generally, the District receives payment from the State Department of Education on a reimbursement basis.

However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses.

According to guidance from the U.S. Department of Education (USDE), when calculating the interest earned on USDE grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the District.

### Payment Methods

1. Reimbursements: The District will initially charge federal grant expenditures to nonfederal funds.

The District Grant Accountant or Business Manager will request reimbursement for actual expenditures incurred under the federal grants monthly. All reimbursements are based on actual disbursements, not on obligations. Reimbursement requests will be submitted on a District form to the State Department of Education.

The Superintendent or his or her designee shall promulgate a procedure specifying any further requirements.

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures; such as invoices, time sheets, and payroll stubs; and will make such documentation available for the State Department of Education to review upon request.

Reimbursements of actual expenditures do not require interest calculations.

2. Advances: To the extent the District receives advance payments of federal grant funds; the District will strive to expend the federal funds on allowable expenditures as expeditiously as possible. Specifically, the District shall attempt to expend all drawn downs of federal funds within 72 hours of receipt.

The District will hold federal advance payments in interest-bearing accounts, unless an allowable exception applies. The District will begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Interest will be calculated quarterly. Total federal grant cash balances will be calculated on cash balances per grant and applying the District's average interest rate. Within 30 days of the end of the quarter, the District will remit interest earned. The District may retain up to \$500 of interest earned per year.

The Superintendent or his or her designee shall promulgate a procedure specifying the process for remitting interest.

Legal Reference: 2 CFR § 200.305  
31 CFR § 205

Payment  
Rules and Procedures for Efficient Federal-State Funds  
Transfers

Policy History:

Adopted on: 7/31/17

Revised on:

## BUILDING AND SITES

### Series 900

- 900 Statement of Guiding Principles
- 901 Building and Grounds
  - 901.1 Care of Buildings and Grounds
- 902 Safety
- 903 Delivery Time Schedule at Multipurpose and Cafeteria Building
- 904 Use of Camera Surveillance

## BUILDING AND SITES

Series 900

Policy Title Statement of Guiding Principles Code No. 900

The primary purpose of the school building program is to provide the means of achieving the educational objectives of the School District.

The Board of Trustees shall have full and final responsibility for the selection of sites, employment of personnel, contracting for services, and approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements and final acceptance or rejection of work done. All of the related actions should be taken only by official resolutions based upon formal recommendations of its staff officers at legal board meetings.

The Superintendent shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the Board of Trustees.

Date of Adoption:

January 13, 1993

## BUILDING AND SITES

Series 900

Policy Title Care of Buildings and Grounds Code No. 901.1

Principals are responsible for the proper use of school property committed to their care and custody. Children should be trained to respect school buildings and materials as if they were their own.

- A. Loss or damage of equipment should be reported immediately to the Building Principal.
- B. No school equipment is to be loaned to outside parties unless authorized by the Superintendent.
- C. The assistance of Principals, teachers and pupils can help greatly in the maintenance of an attractive appearance in the building and on the school grounds at each school.
- D. Every teacher is expected to assist the custodian by turning out lights, closing and locking windows, and drawing the shades to the height specified, upon leaving the room at the close of each day.

Date of Adoption:  
January 13, 1993

## BUILDINGS AND SITES

Series 900

Policy Title Safety Code No. 902

It is the intent of the Fruitland School District to make every effort that is reasonable to minimize accidents to students, employees and the general public while on school property. Reasonable efforts shall be made to provide and maintain safe conditions of operations, both in the physical plant and equipment. Safe practices shall be adhered to in all matters of instruction, both to students and employees.

The various divisions and departments shall be aware that it is necessary from time to time, to gather data, which will be useful in creating a safer environment and in providing a basis for corrective action.

The Superintendent shall see to the development of regulations and procedures necessary to implement all the elements of this policy.

Date of Adoption:  
January 13, 1993

## BUILDINGS AND SITES

Series 900

Policy Title Delivery Time Schedule at Multipurpose and Cafeteria Building Code No. 903

Due to kindergarten children coming and going to their classrooms, the Board of Trustees have deemed it necessary that safety precautions be taken at the Fruitland School District Multipurpose and Cafeteria Building located at 4th and Nebraska Street, Fruitland, Idaho 83619.

Therefore, the Board of Trustees is asking that the following schedule be adhered to:

No Non-Kindergarten traffic, including delivery trucks, garbage trucks, or cars in the above designated area from 10:50 a.m. to 12:30 p.m. each day, Monday through Friday.

## BUILDING AND SITES

Series 900

Policy Title: Use of Camera Surveillance

Code No: 904

The Fruitland School District Board of Trustees authorizes the use of closed circuit video cameras on school premises to ensure the health, safety, and well being of all staff, students, and visitors, and to safeguard district facilities and property. Video cameras may be used in common areas as determined by school and district administration. "Common areas" means those locations to which students, employees and/or visitors have access and there is not an expectation of privacy, such as but not limited to parking lots, hallways, gymnasiums, auditoriums, classrooms, and buses.

The school district shall notify staff and students that video surveillance may occur on school premises. Notice of the existence of video surveillance cameras will be posted on the entrance to any school building where such cameras may be in use.

Surveillance videotape/digital recording may be used to determine if students, staff or visitors have violated school district Board policies, administrative directives, building rules, or laws. Students, staff, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed by viewing surveillance videotape/digital recording.

The district and school administration is authorized to determine the frequency that surveillance videotape/digital recording will be reviewed, who will review the videotape/digital recording and the placement and focus point of all surveillance cameras.

Video/digital recordings may, at the discretion of the superintendent, be made a part of a student's educational record or a part of a staff member's personnel record. Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act. Employee records are held confidential pursuant to Idaho Code Section 33-518. All videotapes/digital recordings that are not made a part of the educational record or a part of the personnel record shall remain the property of the school district, are public records under Idaho Code Section 9-337(11) and are subject to public disclosure.

The videotapes/digital recordings will be retained for a minimum of eight (8) days. The school district shall have no duty to retain videotapes/digital recordings longer than this retention period. The superintendent shall designate a staff member who shall be responsible to review a sample of videotapes/digital recordings on a regular schedule.

**ADOPTED:**  
**3-12-07**

**LEGAL REFERENCE:**  
Idaho Code Section 33-518  
The Family Educational Rights and  
Privacy Act of 1974  
BUILDING AND SITES



Date of Adoption:

January 18, 1995

## SCHOOL - COMMUNITY RELATIONS

### Series 1000

- 1000 Statement of Guiding Principles
- 1001 Community Use of School Facilities
- 1002 Honoring Individuals, Groups of Individuals or Organizations
- 1003 (Saved for future Policy)
- 1004 Selling and Advertising on School Property
- 1005 Hearing Citizen Complaints
- 1006 Relations with School-Connected Organizations
- 1007 School District/Community Sportsmanship
  - 1007.1 Sportsmanship Resolutions
- 1008 Patron Grievance Procedure
- 1009 Charter School Policy
- 1010 Title 1 Parental Involvement
- 1011 Volunteer Assistance

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Statement of Guiding Principles Code No. 1000

It shall be the policy of the Board of Trustees to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The Superintendent of Schools shall be responsible for initiating and administering a continuous program of communication within the community. He/She shall utilize needed school personnel and all media available in discharging their responsibility.

Date of Adoption:  
January 13, 1993

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title: Community Use of School Facilities Code No. 1001

The Fruitland School District's facilities are available to the community for education, civic, cultural and non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses.

Fruitland School District student and school-related organizations will be granted use of the school district facilities at no cost with the approval of the school principal. Payette County Recreation District teams, AAU and other activities containing Fruitland School District students may use the school district facilities at no cost with the approval of the school principal. Persons using the Fruitland School District's facilities shall abide by the school district's rules of conduct at all times while on the school district's premises. If an event or activity is determined to potentially require police or security services, it is the responsibility of the requesting organization or individual to secure those services.

Other organizations and/or individuals wishing to use the Fruitland School District's facilities must submit for Board of Trustee approval a "Facilities Use Request Form" which can be obtained from the school district office or the office at each school. A "Facilities Use Request Form" must be submitted for approval for each separate use of school district facilities. Rentals of Fruitland School District facilities will be to local organizations and/or individuals only, except by special dispensation of the Fruitland School District Board of Trustees. The school district's facilities shall not be used for individual purposes or gains. Political rallies, etc., are defined as being for individual gain.

The Fruitland School District Board of Trustees must approve all requests for use of Fruitland School District facilities unless otherwise specified by this policy. Once the "Facilities Use Request Form" is approved, and the organization and/or individual complete and sign a "Facilities Use Agreement", they can then begin using the facility.

Date of Adoption:

March 13, 1972

Revised 7/9/79, 3/9/92, 1/13/93, 1/15/04, 12/7/15

# FACILITIES USE REQUEST FORM

Fruitland School District #373

ORGANIZATION AND/OR INDIVIDUAL REQUESTING FACILITY USE:	
FACILITY REQUESTED:	
DATE & HOURS OF REQUESTED USE:	
PURPOSE OF USE:	

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Signature

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Date

**FACILITIES USE AGREEMENT**  
**Fruitland School District #373**

**Premises and Conditions**

Use of Fruitland School District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold, consumed or possessed on the premises by the requesting organization or individual(s) or any of its employees, patrons, agents or members.
2. No illegal game of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the Fruitland School District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of Fruitland School District facilities.

**Rent and Deposit**

The requesting organization and/or individual(s) agrees to pay the Fruitland School District, as rent for the premises and as payment for special services (if any) provided by the school district, the sum of \$ \_\_\_\_\_, and this shall be due \_\_\_\_\_ days in advance. The requesting organization and/or individual(s) shall be responsible for all actual damages, including costs, disbursements and expenses, resulting while it has use of the premises.

**Insurance and Indemnification**

The requesting organization and/or individual(s), by signature below, hereby guarantee that the organization and/or individual(s) shall indemnify, defend and hold harmless the Fruitland School District and any of it's employees or agents from any liability, expenses, costs (including attorney's fees) damages, and /or losses arising out of injuries, or in connection with organization or individual(s) use of the Fruitland School District facility which are not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law.

The requesting organization and/or individual(s) shall provide the Fruitland School District with a Certificate of Insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in the amount no less that \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

**Non-discrimination**

The requesting organization and/or individual(s) agree to abide by non-discrimination clauses as contained in the Idaho Human Rights Laws and Federal Anti-discrimination Laws.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

**Fruitland School District #373**

**Requesting Organization/Individual(s)**

By \_\_\_\_\_

By \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Additional Obligations:

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## SCHOOL – COMMUNITY RELATIONS

Series 1000

**Policy Title:** Honoring Individuals, Groups of Individuals or Organizations

**Code No:** 1002

This policy provides guidelines to be used for honoring individuals, groups of individuals or organizations.

1. **Nomination Criteria**
  - a. A minimum of 30 years of service to the Fruitland School District and retired from the Fruitland School District for at least five years,
  - b. Continued support and service to a Fruitland school and/or the Fruitland School District,
  - c. Personal achievements of highest distinction in an academic, professional, or public service role, while maintaining close ties with and providing significant support to a Fruitland school and/or the Fruitland School District.
2. **Nomination Proposal**

A written proposal shall be submitted to the school district committee established by the Fruitland School District Board of Trustees for review and recommendation to the Board. The proposal will include all information documenting how the individual, group of individuals or organization meets the established criteria as listed in district policy. The nomination shall be signed by a minimum of ten (10) district patrons five (5) of which can be current school district employees.
3. **Selection Committee**

The school district selection committee will consist of 2 members of the Fruitland School District Board of Trustees, two (2) school district parents/patrons, one school principal, one certified staff member and one classified staff member appointed by the Board of Trustees.
4. **Selection Process**

The selection committee will review the nomination proposal and will recommend approval or non-approval of the nomination proposal to the Board of Trustees at its next regular meeting.
5. **Final Action**

The Board of Trustees will review the recommendation of the selection committee at its next regular meeting. If the nomination proposal is approved the Board will arrange for a plaque or banner honoring the individual, group of individuals or organization to be displayed in a highly visible place in the school district building or site deemed most appropriate. The individual, group of individuals or organization will be recognized at an appropriate school function or program.

**Adopted:**  
11-10-08

**Legal Reference:**

Policy 1003 deleted—These numbers saved for new policy. (1/15/04)



SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Selling and Advertising on School Property Code No. 1004

Agents and solicitors of all sorts are prohibited from advertising or soliciting sales through the schools and no person shall distribute advertising matter on the school premises unless authorized by the Board of Trustees.

Magazine sales campaigns and others that tend to compete with local businesses are prohibited unless authorized by the Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Hearing Citizen Complaints Code No. 1005

Any patron of the district may air his grievance to the Board of Trustees by making arrangements with the Superintendent at least four days prior to the regular monthly meeting. A special meeting may be called if the problem is serious and may require immediate action. This does not mean that a patron could not appear at any open meeting of the Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Relations with School-Connected Organizations Code No. 1006

The Board of Trustees recognizes the value of the local PTO, High School Boosters, PSA and 4-H groups to the school and community and will cooperate to the fullest extent with these organizations. Other support groups will be granted permission to use the school facilities through the principals, Superintendent and Board of Trustees.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title School District/Community Sportsmanship Code No. 1007

The Fruitland schools have the reputation of maintaining a strong activity program that promotes sportsmanship, respect for others and good relations among the students, staff and the community. Over the past several years the relationships between the fans and athletes of Fruitland and their opponents have been one of rivalry during the game and friendship afterwards. This is just one of the positive aspects of high school competitive events.

Recently, there have been several situations that indicate an escalation of hostile, negative attitudes that can no longer be tolerated. Patrons and students are responsible for their actions and should foster the positive side of high school activities. ***To do anything less sends the wrong message to the very students that we expect to be positive role models in the future.*** We expect students and adults to display good behavior and attitudes at all activities.

Because of these conditions, the Fruitland School Board therefore resolves:

That, the administration of Fruitland School District #373 is authorized and directed to remove from any activity, any person or persons whose behavior causes a serious disruption or breach of peace, whether at home or at an away activity. Such individuals will be asked to leave, and if necessary, the administration in charge are authorized to obtain the assistance of law enforcement officials.

Date of Adoption:  
February 13, 1995

Legal Reference: (Code of Idaho)

## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Sportsmanship Resolutions Code No. 1007.1

WHEREAS, The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life.

WHEREAS, The ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary, and to restore placement of interscholastic activities in an educational perspective.

WHEREAS, Everyone associated with an athletic event - coaches, athletes, officials, cheerleaders, spectators, and school administration play an important role in seeing that standards of sportsmanship are upheld before, during and after a contest is played.

BE IT RESOLVED, the Fruitland School District defines sportsmanship as those qualities of behavior which are characterized by generosity and genuine concern for others.

The Spectator. . .

1. Never boos a player or official.
2. Appreciates a good play, no matter who makes it.
3. Exercises self-control and displays good judgment in every action.
4. Gains an understanding and appreciation for the rules of the contest.

The Player. . .

1. Lives clean and plays hard. Plays for the love of the game.
2. Wins without boasting, loses without excuses and never quits.
3. Respects officials and accepts their decisions without question.
4. Never forgets that they represent their school.

The Coach. . .

1. Inspires in athletes a love for the game and the desire to win.
2. Teaches them that it is better to lose fairly than to win unfairly.

3. Leads players and spectators to respect officials by setting them a good example.
4. Demonstrates the principles of integrity and dignity of the sport at all times.

In order to promote and recognize sportsmanship, the Fruitland School District is supporting the state wide effort sponsored by the Idaho High School Activities Association to encourage sportsmanship. At the conclusion of each basketball season awards will be given to spectators from each school who has exemplified good sportsmanship.

Please join us as we teach our youth the benefits of sportsmanship.

Date of Adoption:  
September 11, 1995

# SCHOOL-COMMUNITY RELATIONS

Series 1000

Policy Title: Patron Grievance Procedure Code No. 1008

Complaints or concerns from Fruitland School District patrons relative to Fruitland School District employees shall be handled using the following procedure:

## **Step 1**

The patron(s) shall talk directly with the employee and attempt to resolve the concern(s) or issue(s) through an up-front discussion during the employee's workday, or other mutually agreed upon day and time. Either the patron(s) or the employee may request to have the employee's immediate supervisor present at the initial meeting. In these cases Step 1 of this process may be circumvented and Step 2 will be the initial meeting.

## **Step 2**

If the complain(s) or concern(s) cannot be resolved through Step 1, the complaint(s) or concern(s) shall be referred to the employee's immediate supervisor (director or administrator). The patron, employee, and supervisor will attempt to resolve the issue(s) at this step.

## **Step 3**

If the complaint(s) or concern(s) is not successfully resolved through Step 2, the complaint(s) or concern(s) shall be referred to the Superintendent of the Fruitland School District. The superintendent and supervisor(s) will attempt to resolve the issue(s) with the patron and the employee. Under special circumstances as determined by the superintendent, Steps 1-3 may be combined and the patron(s), employee, director and/or administrator, and the superintendent would meet to attempt to resolve the issue(s).

## **Step 4**

If the complaint(s) or concern(s) is not resolved after Step 3, the complaint(s) or concern(s) can be referred to the Board of Trustees. It shall be the duty of the Superintendent to verify that Steps 1 through 3 have been satisfied. The complaint(s) or concern(s) will then be addressed to the Board of Trustees during executive session or at a special hearing of the Fruitland School District Board of Trustees.

The preceding steps must be followed unless the complaint(s) or concern(s) involve activities, which are illegal, present a clear danger to students, employees, or patrons, or are clearly in violation of State of Idaho Code of Ethics for Teachers.

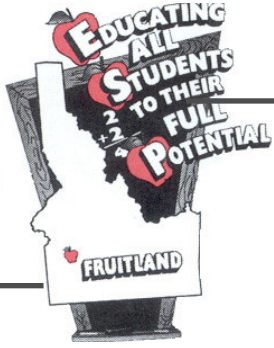
Date of Adoption:

December 8, 1997

Revised: 10/11/2004

Legal Reference: (Code of Idaho)

Attached: Patron Grievance Against Employee Form



**SCHOOL DISTRICT #373**

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**Payette County**

P.O. Box A ♦ Fruitland, Idaho 83619  
Phone: (208) 452-3595 ♦ Fax: (208) 452-6430

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**PATRON GRIEVANCE AGAINST EMPLOYEE FORM**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State**

\_\_\_\_\_  
**Zip**

**Nature of issue or complaint:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Facts pertaining to issue or complaint:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requests to resolve issue or complaint:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Petitioner**

**Action taken, if any, and date action was taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of School Official**

\_\_\_\_\_  
**Date**



## SCHOOL - COMMUNITY RELATIONS

Series 1000

Policy Title Charter School Policy Code No. 1009

### **Charter Schools**

A charter school is a public, non-religious, publicly funded school which is accountable for the provisions set forth in its charter petition and its contract as negotiated by the District. The charter school shall operate independently within the boundaries of the District, and it shall be responsible for its own operation including, but not limited to, personnel matters, preparation of a budget, and contracted services.

A charter school may be formed by creating a new school or converting an existing public school to charter status. The District cannot authorize the conversion of any private or parochial school to a charter school. A charter school cannot be operated for profit.

A charter school shall be subject to all federal and state laws including, but not limited to, laws concerning discrimination on the basis of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap. A charter school is exempt from the rules of the State Board of Education and the State Superintendent of Public Instruction, except for the issue of teacher certification.

Involvement with the charter school by any student, parent/guardian, or employee must be voluntary. Enrollment must be open to any student who resides within the District. Nonresident students may be admitted to a charter school, but priority must be given to admission of resident students. A charter school shall not charge tuition or fees except those fees normally charged by other public schools.

A charter school must accomplish all of the following:

1. improve student learning;
2. include the use of different and innovative teaching methods;
3. create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site;
4. provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system;
5. be accountable for meeting measurable student educational standards.

### **District Liability**

Idaho law provides that the Board and the District have no liability for the acts, omissions, debts or other obligations of a charter district, except as may be provided in an agreement or contract between the District and a charter school. The charter school shall defend, hold harmless and indemnify the Board against any claim, action, loss, damage, injury liability, cost or expense of any kind or nature, including, but not limited to, attorney's fees and court costs, arising out of the operation of the charter school and/or arising out of the acts of omissions of the agents, employees, invitees or contractors of the charter school. The charter school also shall maintain a policy of general liability insurance, errors and omissions insurance and any other type of insurance necessary to provide coverage for the potential losses described in this paragraph, which policy shall list the Fruitland School District #373 as an additional insured.

The policy of insurance shall have limits of liability of not less than \$3 million per person and \$3 million per occurrence. The charter school shall provide to the District proof of such insurance prior to the opening of the charter school and by the date stipulated in the contract.

Each charter school shall:

1. be organized and managed under the Idaho nonprofit corporation act;
2. have a board of directors to act as public agents to control the charter school and have the same responsibilities and liability as any governing board of public education;
3. be considered a public school for all purposes.

### **Limits to Authorization**

Except in cases where fewer than twelve (12) charters are approved by October 1 of a year,

1. not more than one (1) charter may be granted in the District for any one (1) school year;
2. not more than two (2) charters per school year may be approved for the educational region of the District.

### **Time Line for Establishing a Charter School**

The Board will only accept charter school petitions during one period each year. The Superintendent or designee shall determine dates for:

1. advertising the submission of statement(s) of intent;
2. the submission of petition(s);
3. the public meeting for the purposes of considering the merits of the petition(s) and the level of employee and parental support for the petition;
4. the deadline for the Board to make a decision concerning the petition(s);
5. the deadline for extensions of the petition process, if applicable;
6. the deadline for the contract to be signed.

### **Technical Assistance for Preparation of a Charter School Petition**

A statement of intent should be submitted by the potential charter school group to the District at least one month prior to the petition deadline.

The Superintendent or designee may provide technical assistance for a charter school applicant over issues of compliance with District policy and procedure. The assistance from the District should be consistent with the assistance provided to other charter school applicants and should be within the limits of District resources.

### **Petition Requirements**

State law requires that the Board can only consider a petition:

1. if the petition to convert an existing school, has signatures from not less than 60% of certificated personnel currently assigned to that school and from parents/guardians of not less than 60% of the students currently attending that school;
2. if the petition to use a nonpublic school facility has been signed by not less than thirty (30) qualified electors of the District.

Charter school applicants must submit the District's Charter School Petition Application during the filing period. Applicants who fail to submit a petition by the deadline shall automatically be denied the opportunity to establish a charter school for the school year specified in the petition application.

### **Criteria for Approving a Petition**

The Board may approve a charter school petition if the petition:

1. appears to have sufficient support from District parents/guardians, teachers, patrons, and students;
2. has the elements of a sound plan for the charter school's educational philosophy and mission, board of directors, instruction, students, community relations, personnel, administration, financial management, non-instructional operations, school facilities, and relations with the District;
3. has a reasonable plan for procuring the required material resources;
4. has the human resources necessary to implement the proposal;
5. has a stable governance structure with competent, ethical leadership;
6. admits the liability of the charter school board of directors and shows proof of liability insurance coverage or eligibility for the coverage;
7. offers a choice which is not available in any of the schools in the District;
8. is submitted in accordance with District policies and procedures on charter schools;
9. meets all of the requirements of the law.

The Board may choose to interview key members of the charter school team prior to making a decision on the petition. The interview will be open to the public. The Board, Superintendent or designee may also choose to visit the charter school facility. If a site has not been identified at that time, the Board, Superintendent or designee reserves the right to visit the facility at a later date.

Board acceptance of the petition shall be contingent on the approval of the petition by the State Board of Education and on the signing of a contract by both the Board and the board of directors of the charter school. Both parties must sign a contract within eight (8) months from the granting of a petition or the petition shall be null and void. A charter school shall begin in the fall immediately following the signing of the contract, unless otherwise stated in the contract.

### **Charter School Appeal Process**

If the Board grants a charter for the conversion of an existing school within the District over the objection of thirty (30) or more persons or employees of the District, or denies a petition for the establishment of a new charter school for any reason including, but not limited to, failure by the petitioner to follow procedures or for failure to provide required information, then such decisions may be appealed to the State Superintendent of Public Instruction, at the request of persons opposing the conversion of an existing school, or at the request of the petitioner whose request for a new charter was denied.

There shall be no appeal of a decision by the Board which denies the conversion of an existing school within the District to a charter school, or which grants a petition for the establishment of a new charter school.

### **Development of a Charter School Contract**

The Board delegates to the Superintendent or designee the development of a charter school contract through negotiations with the representative(s) of the applicant. The negotiated contract requires the approval of the Board and of the charter school's board of directors.

A Board contract with a charter school shall include, but not be limited to:

1. the length of the contract;
2. the original petition and any subsequent changes or revisions agreed upon by both parties;
3. all agreements including, but not limited to, service contracts and the release of the charter school from specified Board policies;
4. detailed plans for the charter school's educational philosophy and mission, board of directors, instruction, students, community relations, personnel, administration, financial management, non-instructional operations, school facilities, and relations with the District, and any other information required by District policies and procedures on charter schools;
5. documentation of the charter school's insurance coverage, including health, automobile liability for student transportation, general liability, property, officer and employee liability which shall be provided to the District prior to the opening of the school and annually for the duration of the contract;
6. complete documentation of ownership or lease of a facility, and of certification, that the building satisfies all requirements for fire, safety, and accessibility for the disabled prior to the opening of the charter school and by the date stipulated in the contract;
7. a copy of the charter school's incorporation documents, bylaws, contracts, and any other documents;
8. the requirement that the District be named as a lien holder on any of the real or personal property of the charter school's nonprofit corporation.

### **Use of District Services and/or Facilities**

A charter School may contract with District to provide services or facilities to the charter school. The District will charge for the services or facilities at a rate which is stipulated in the contract.

If the charter school will use a District facility, the contract will:

1. identify the facility;
2. outline the permissible use;
3. provide for joint inspection and notation of the initial condition of the building;
4. limit the permissible alterations of the facility;
5. allow District inspection of the facility;
6. determine the operational costs to be paid by the parties, including, but not limited to, utilities, maintenance and custodial services;
7. determine the manner in which the building must be restored to its original condition at the end of the leasing period;
8. provide for alternative arrangements or termination of the charter school in the event the facility is damaged or destroyed.

### **Personnel**

1. Charter school employees are not employees of the District.
2. The staff of the charter school shall not be a part of the District's employees collective bargaining unit.
3. Should the staff of the charter school elect to participate in collective bargaining, they will be separate and independent from the District for purposes of collective bargaining.
4. A District certificated employee who leaves the District for employment at a charter school, but requests to be reemployed by the District within two (2) years of the date that

he/she was last employed by the District shall be provided, if appropriate, with a position similar to the one held prior to leaving the District.

5. A charter school certificated employee who requests to be reemployed by the District after two (2) years, but within (5) years, of the date that he/she was last employed by the District, shall be placed on manifests, as appropriate in compliance with District policies and procedures, and as a part of the District's process for new employees if the employee is seeking an assignment in the same area of certification as when he/she was formerly employed by the District and if the employee provides the District with the following information: an updated transcript and resume, a recommendation and/or evaluations from the charter school, and an indication of his/her preferences for assignment(s), grade(s), or subject(s).
6. A charter school certificated employee who requests to be reemployed by the District after two (2) years of the date that he/she was last employed by the District and who is seeking an assignment in a different area of certification as when he/she was formerly employed by the district must apply through the District's equal opportunity employment procedures.
7. A charter school certificated employee who requests to be reemployed by the District after five (5) years of the date that he/she was last employed by the District must apply through the District's equal opportunity employment procedures.
8. A charter school certificated staff member who has never been employed by the District and who wishes to be employed by the District, must apply through the District's equal opportunity employment procedures.
9. Return of former District employees to the District during an academic year shall be at the sole discretion of the District.
10. Certificated teachers who are hired by the District from a charter school shall have their charter school experience count on the salary schedule the same as the certificated employees hired from other school districts.
11. Charter school certificated employees who are reemployed by the District shall receive full credit for their years of service in the District.
12. The board of directors for the charter school shall provide coverage for their employees with the public employee retirement system, federal social security, unemployment insurance and worker's compensation insurance.

### **Evaluation of the Charter School**

The Board shall retain the right to evaluate at any time the degree to which the charter school is meeting the terms of the contract. The Superintendent or designee may have a District representative or an independent evaluator:

1. visit the charter school;
2. review the charter school's records and data;
3. directly survey the charter school's parents/guardians, students, employees;
4. audit the books of the charter school;
5. pursue any other reasonable means of determining accountability for the charter school contract.

To enact any of the above measures, the Superintendent or designee must state the specific nature of the concern and the concern must be substantial. The request must be reasonable in terms of the timing and the amount or types of information required.

## **Annual Report and Renewal of Charter Contract**

Each of the district's charter schools shall annually submit a report to the District. The report shall include an audit of financial operations conducted by an independent auditing firm and an audit of the charter school's programmatic operations, which includes a report on student progress as outlined in the school's contract.

The Board may grant a renewal of the contract for one (1) or more subsequent years. No renewal shall exceed five (5) years. A material revision of the terms of the charter school contract requires the approval of the Board and the charter school's board of directors.

## **Termination and Nonrenewal**

The Board may terminate the contract during the term of the charter or refuse to renew the charter if the Board finds that the charter school has:

1. failed to substantially meet one or more of the student educational standards identified in the charter contract; or
2. committed a material violation of any condition, standard or procedure set forth in the charter petition or contract; or
3. failed to meet generally accepted accounting standards of fiscal management; or
4. lost substantial support of the school's parents, staff, and/or community; or
5. violated any provision of the law; or
6. failed to submit required reports to the District; or
7. filed for bankruptcy or financial reorganization and is unable to pay its creditors; or
8. shown that it is not in the best interest of students for the school to continue operation.

Except in emergency situations, the Board will provide thirty (30) days written, prior notice and an opportunity for the charter school's board of directors to be heard by the Board before the Board can terminate a charter school contract. A decision to terminate or not to renew a charter may be appealed directly to the State Board of Education.

Upon renewal or termination of the charter school contract, all records of students residing in the District shall be immediately transferred to the District

## **DEFINITIONS:**

**Measurable Student Educational Standards:** The extent to which students demonstrate that they have attained the skills and knowledge specified as goals in the school's educational program.

Date of Adoption:  
July 13, 1998

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Legal Reference: (Code of Idaho)

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# SCHOOL- COMMUNITY RELATIONS

Series 1000

Policy Title: Title 1 Parental Involvement Code No: 1010

## **“Educating all students to their full potential”**

### Statement of Purpose

The Fruitland School District is committed to the goal of providing quality education for all students. Partnerships with the parents and the community will assist our schools in meeting this goal. The community, the school, and the home-life will all benefit by working together to promote high student achievement. Parent and community involvement is critical to the effectiveness of Fruitland Schools, and is an important key factor contributing to the student’s achievement and success.

### **Components for a strong Title 1 Parent Involvement Policy**

- Parents will be informed of their child’s participation in the Title 1 Program.
- An annual meeting for Title 1 parents will be held at least once a year.
- Parents will be kept informed of child’s academic progress through report cards, progress reports, and written/verbal communication when needed and in the child’s language.
- Parents will have reasonable access to the staff and school.
- Parents will be encouraged to participate during the school day throughout the school year.
- Parents will be provided with specific instructional strategies to help their child with reading/math at home.
- The District Title 1 Program will encourage and promote parents as partners in their child’s education by providing Title 1 staff with resources, technical assistance, and staff development opportunities.
- The District Title 1 Program will provide a home-school compact which outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement.
- The District Title 1 Program will operate a Title 1 Parent/Teacher Resource Center in an effort to support Title 1 students and their families, and Title 1 teachers and their schools.
- The Title 1 Program will support, encourage, and if possible, coordinate community outreach efforts in the area of parent involvement.

### **Components in Developing and Maintaining the Title 1 Policy**

The Title 1 Parent Involvement Committee shall consist of at least one Title 1 parent, a Title 1 paraprofessional, a classroom teacher, and the Title 1 Director. The committee shall meet periodically to review the policy and make any necessary improvements.

## **Evaluation**

There will be an annual evaluation of the content and effectiveness of the Title 1 Parental Involvement Program. The annual evaluation will include an assessment of how often parental involvement is occurring and what barriers need to be overcome. The annual evaluation may be done through a parent survey and/or verbal or written comments from parents. The Title 1 Parent Involvement Committee will revise its Parental Involvement Policy on the basis of this annual review.

Date of Adoption: March 11, 2002

Legal Reference:



SCHOOL – COMMUNITY RELATIONS  
Series 1000

Policy Title Volunteer Assistance Policy No. 1011

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

Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

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

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

The school district volunteer application defines procedures for utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in the volunteer application packet.

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

Date of Adoption:  
**October 9, 2006**

# VOLUNTEER APPLICATION

**Fruitland School District #373**  
**P.O. Box A**  
**Fruitland, ID 83619**

\_\_\_\_\_  
Name (Last, First, Middle Initial)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Please list any teaching, child care or past volunteer experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list 3 references, personal or professional: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interested in volunteering at:  
\_\_\_\_\_  
\_\_\_\_\_

Elementary \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

**Have you ever been convicted of a felony?**

**NO** \_\_\_\_\_

**YES** \_\_\_\_\_

**Have you ever been convicted, given a suspended sentence, or been given a withheld judgment in regard to a crime involving moral turpitude?**

**NO** \_\_\_\_\_

**YES** \_\_\_\_\_

If yes to either question, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

GRIEVANCE PROCEDURE

(Title IX Discrimination)

Series 1100

1100 Grievance Procedure (Title IX Discrimination)

# GRIEVANCE PROCEDURE

(Title IX Discrimination)

Series 1100

Policy Title Grievance Procedure (Title IX Discrimination) Code No. 1100

This procedure is to allow students, parents and teachers and other district employees a fair means through which to seek local administrative redress for alleged violations, misinterpretations, or inequitable applications of school district policies and practices relative to provisions of federal anti-discrimination legislation.

Parties who feel themselves aggrieved are urged to first make a good faith effort to correct the situation through negotiating with the persons involved, or with their immediate supervisor. No provision of the formal grievance procedure shall be construed to limit in any way the ability of the grievant and the district to mutually and informally resolve the grievance at any stage of the process.

A Formal Grievance is a written complaint which:

- (1) Sets forth the allegation that there has been a violation, misinterpretation or inequitable application of any district policy or practice relative to federal anti-discrimination legislation.
- (2) Specifically identifies the policy or statute violated, misinterpreted or inequitably applied.
- (3) Furnishes sufficient background concerning the alleged violations that led to the allegation.
- (4) Specifies what action by the district would constitute a redress or resolution of the grievance.

Provisions:

A grievance must be filed within 30 calendar days of the date the grievant knew or could reasonably have been expected to know of the circumstances which occasioned the grievance.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure. Recrimination is itself a grievous offense under the equal opportunity statutes.

No record of participation in grievance proceedings shall be included in personnel or educational files without the concerned individual's written permission.

The grievant shall have the right to be represented at any stage by counsel or another agent of his/her choice, and shall have the right to call witnesses and present such evidence or testimony as he/she sees necessary for a fair presentation of his/her complaint.

Whenever possible, hearings shall be scheduled during a mutually convenient time that does not conflict with school programs.

Employees or students shall be free to testify regarding any grievance filed. The expense of necessary and approved release time for employees shall be borne by the school district. Students will be allowed a reasonable time to make up class work missed because of their necessary attendance at hearings scheduled during the school day.

Confidentiality will be observed pending resolution of the grievance or final decision by the Board.

The grievant is encouraged but not required to follow this grievance procedure.

Procedure:

Step I

1. The grievant shall prepare and file a formal grievance with the compliance officer.
2. The compliance officer shall investigate the complaint and shall issue to the grievant and the appropriate administrative officer within 10 working days following the filing of the grievance a written report setting forth his/her findings and recommendations for the resolution of the grievance.
3. The grievant and the administrator shall have five working days after receipt of the report to accept or reject its recommendations.
4. The grievance shall be considered resolved if the grievant and the administrator accept the recommendations of the compliance officer or if the grievant fails to file the grievance at Step II within the time limits.
5. If no written report has been issued within the specified time limit, or if the grievant or administrator shall reject the recommendations of the compliance officer, or if the district fails within ten days after having accepted the recommendation to furnish conclusive evidence of its intent to act on the recommendations, the grievant shall be free to file the grievance at Step II.

Step II

1. Within ten days following the conditions set forth in Step I, the grievant shall file with the School Board a written request for a hearing of the grievance.
2. Upon receipt of written request for a hearing, the Board shall set a date for said hearing, mutually acceptable to the grievant and the district, but at a time no later than 15 calendar days from the filing of the request. The hearing will be public unless the grievant requests in writing that the hearing be held in executive session.

3. Both parties at the hearing will have the right to be represented by counsel or other designated agents, to call and cross examine witnesses and to present written testimony or other evidence to support their cases.
4. Within ten days after the close of the hearing, the Board shall issue its decision and its charge to the administrator for the resolution of the grievance. The grievance shall be considered resolved if the Board's recommendations are accepted by the grievant.
5. Expenses incident to the hearing will be borne by the district, not to include the grievant's legal fees.

In the event that the grievance remains unsolved at the termination of the grievance procedure, the grievant is free to pursue such litigation or statutory remedy as the law may provide.

The agencies listed below receive discrimination complaints whether or not the local grievance procedure has been used.

Idaho Human Rights Commission  
506 N. 5<sup>th</sup> Street  
Boise, Idaho

Office of Civil Rights  
U.S. Office of Education  
Dept. of H.E.W.  
1321 Second Avenue  
Seattle, Washington 98101

United States Dept. of Labor  
Wage and Hour Division  
550 West Fort Street  
Boise, ID 83702

Equal Employment Opportunity Comm.  
414 Olive Way  
Seattle, WA 98101

Idaho Dept. of Labor & Industrial Services  
Employer & Employee Relations Division  
Wage and Hour Bureau  
317 Main Street  
Boise, ID 83702

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## RULES AND REGULATIONS

### Series 1200

- 1200 Formulation of Rules and Regulations
- 1201 Distribution of Rules and Regulations
- 1202 Board Approval of Rules and Regulations



## RULES AND REGULATIONS

Series 1200

Policy Title Formulation of Rules and Regulations Code No. 1200

The building principals and the Superintendent may formulate such rules and regulations necessary for the operation and administration of the school program as the need arises.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## RULES AND REGULATIONS

Series 1200

Policy Title Distribution of Rules and Regulations Code No. 1201

All students and teachers and other affected persons of the schools shall be apprised of rules and regulations in force. A student handbook will be made available to all students who enroll in Fruitland School District. New rules or regulations shall be announced to all students and teachers and be made a part of such student handbook.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

## RULES AND REGULATIONS

Series 1200

Policy Title Board Approval of Rules and Regulations Code No. 1202

All rules and regulations made by the administrative authority of the schools are subject to review by the Board of Trustees and when approved become officially Board policy.

Teachers' handbooks and student handbooks are to be approved by the Board of Trustees and when such approval has been made, become a part of this official board policy manual.

Date of Adoption:

1979

Revised 3/9/92, 1/13/93

