

West Bonner County School District

THE BOARD OF TRUSTEES

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Legal Status and Operation

The Board of Trustees of the West Bonner County School District #83 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The District in its corporate capacity may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension and existence. The District shall have authority to issue negotiable coupon bonds and incur such other debt, in the amounts and manner, as prescribed by law.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Legal Reference:	I.C. § 33-301	School districts bodies corporate
	I.C. § 33-511	Maintenance of schools
	I.C. § 33-512	Governance of schools
	I.C. § 33-1612	Thorough system of public schools

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

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Goals

West Bonner County School District believes that all students can achieve at a high level and that high achievement does not vary significantly across subsets, race, gender, socioeconomic status of the school student population. WBCSD believes in making continuous progress in all aspects of the district's operation: educational, facilities, services. The District has adopted the EFFECTIVE SCHOOLS Model for school improvement. The EFFECTIVE SCHOOLS Model is based upon seven characteristics or correlates:

1. Strong instructional leadership
2. A clear and focused mission
3. A climate of high expectations for success of all students
4. A safe and orderly environment
5. The opportunity to learn and adequate time spent on academic tasks
6. Frequent monitoring of student progress
7. Positive home-school relations

Definition of an EFFECTIVE SCHOOL:

At least 80% of all students will master the curriculum so that they will be successful in the next grade/course in any school. Curriculum mastery is measured by performance on a valid, reliable criterion-referenced test, performance assessment, and/or non-referenced test. There shall be no significant difference in the proportion of students demonstrating curricular mastery as a function of socio-economic status and/or gender, and/or race/ethnicity.

EFFECTIVE SCHOOL FUNDAMENTALS:

- School Improvement should be research based and data driven.
- On going staff development is an essential component.
- The correlates of EFFECTIVE SCHOOLS provide a framework, a model, with which to look at the school as a whole to cause the school as a whole to improve
- The superintendent of schools must provide vigorous, ongoing, enthusiastic support for the process
- Just as vigorous, ongoing enthusiastic support of the superintendent is essential, so too is the vigorous, ongoing enthusiastic support of the principal needed.

WBCSD is committed to implementing the Idaho State Achievement Standards.

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Organization and Classification

The legal name of this District is West Bonner County School District No.83, Bonner County, State of Idaho. The District is classified as:

A K-12 school district giving instruction to pupils in grades k (kindergarten)/one (1) through twelve (12) (kindergarten) through twelve (12)

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become effective citizens, the Board shall exercise the full authority granted to it by the laws of the state of Idaho. Its legal powers, duties and responsibilities are derived from the Idaho Constitution and state statutes and rules. Sources such as the school laws of Idaho, and the rules and regulations of the state board of education delineate the legal powers, duties and responsibilities of the Board.

Legal Reference: I.C. § 33-302	Classification of school districts.
I.C. § 33-305	Naming and numbering school districts.
I.C. § 33-506	Organization and government of board of trustees.

Policy History:

Adopted on: March 14, 2007

Revised on:

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Membership

The District is governed by a Board of Trustees consisting of 5 members. Each member to represent of a different trustee zone unless a trustee was appointed at-large to fill a Board vacancy. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and government of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of four (4) years until July 1 of the year in which trustee's term expires.

All trustees shall participate on an equal basis with other members in all business transactions. Official action by Board members must occur at a duly called and legally conducted meeting. A meeting of the Board means convening to make a decision or to deliberate toward a decision on any matter.

School board members, as individuals, have no authority over school affairs or personnel, except as provided by law or as authorized by the Board.

The five (5) trustee zones for West Bonner County School District will be as follows:

Trustee Zone No. 1

Beginning on the Idaho/Washington state line at the SW corner of Section 36, T57N, R3W thence north along said state line 42 miles to the NW corner of Bonner County and the NW corner of Section 6, T63N, R5W thence east 11 ¼ miles along the north line of Bonner County to the NE corner of Section 1, T63N, R4W thence south 24 miles to the NW corner of Section 6, T59N, R3W thence east 5 miles to the NE corner of Section 2, T59N, R3W thence south 9 miles to the SE corner of Section 14, T58N, R3W thence west 3 miles to the SE corner of Section 17, T58N, R3W thence south 11 miles to the SE corner of Section 7, T56N, R3W thence west 8 miles to the intersection of SH#57 thence north along said approximately 2 miles to a point on the north line of Section 1, T56N, R5W thence west 6 miles to the point of beginning.

Trustee Zone No. 2

Beginning on the Idaho-Washington state line at the SW corner of Section 36, T56N, R6W thence north along said state line to the NW corner of Section 1, T56N, R6W thence east 6 miles to the intersection of SH#57 with the north line of Section 1, T56N, R5W thence south along the center of SH#57 approximately 2 ½ miles to its intersection with the east line of Section 14, T56N, R5W thence south 1 ½ miles to the SW corner of Section 24, T56N, R5W thence east approximately 4 blocks to the intersection of (Wisconsin Street) the Old Priest River Road thence south along said road approximately 4 blocks to the center thread of the Pend Oreille River thence west along the center thread of the Pend Oreille River to the east line of Section 30, T36N, R5W thence south 1 mile to the SE corner of Section 30, T56N, R5W thence west 1 mile to the SE corner of Section 25, T56N, R6W thence south 1 mile to the SE corner of Section 36 thence 1 mile west to the point of beginning.

Trustee Zone No. 3

Beginning at the SW corner of Section 35, T54N, R5W thence north 13 ½ miles to the center thread of the Pend Oreille River thence east approximately 9 miles along the center thread of said river to a point on the east line of Section 36, T56N,R4W thence south 12 ¼ miles to the SE corner of Section 36, T54N, R4W thence 8 miles west along the Bonner-Kootenai County line to the point of beginning.

Trustee Zone No. 4

Beginning at a point on the center thread of the Pend Oreille River when it intersects with the Old Priest River Highway (Bridge, Wisconsin Street) thence north approximately 4 blocks to the south line of Section 24, T56N,R5W thence approximately 4 blocks west to the intersection of SH#57 thence north along said SH #57 2 miles to the NW corner of Section 13, T56N,R5W thence east 9 ¼ miles to the center thread of the Pend Oreille River thence south and west along the center thread of said river to the point of beginning.

Trustee Zone No. 5

Beginning at the SW corner of Bonner County and the SW corner of Section 36, T54N,R6W thence north along the Idaho-Washington state line 12 miles to the SW corner of Section 36, T56N,R6W thence east 1 mile to the SE corner of Section 36 thence north 1 mile to the SE corner of Section 25, T56N, R6W thence east 1 mile to the SE corner of Section 30, T56N,R5W thence north approximately 1 mile to the center thread of the Pend Oreille River thence east 3 miles to the east line of Section 27, T56N. R5W thence south 13 ½ miles to the SE corner of Section 34, T54N, R5W thence west 5 miles along the Bonner-Kootenai County line to the point of beginning.

These trustee zones were last revised in 2002.

Legal Reference:	I.C. § 33-313	Trustee Zones
	I.C. § 33-501	Board of Trustees [Effective January 1, 2011]
	I.C. § 33-504	Vacancies on Boards of Trustees
	I.C. § 67-2341	Open Public Meetings – Definitions

Policy History:

Adopted on: March 14, 2007
Revised on: March 12, 2008
Revised on: July 14, 2010

West Bonner County School District

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Election

Elections conducted by the District are non-partisan elections governed by the school district election laws of the State of Idaho and include the election of Board members, various public policy propositions and advisory questions.

Board elections shall be held on the third (3rd) Tuesday in May in odd-numbered years. Any person legally qualified to hold the position of school trustee, may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made and include the signatures of not less than five (5) school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the school district not later than 5:00 p.m. on the ninth Friday preceding the day of the election. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than fourteen (14) days before the election date.

If requested, one (1) person may be authorized by each candidate to be present at the polling place for the purpose of challenging voters.

If requested, one (1) person may be authorized by any candidate to be present for the purposes of observing the counting of votes.

The authorized challenger and observer may work at various times throughout the day, however, each candidate may only have one (1) challenger and (1) observer at the polling place at any time.

In order to have a challenger or observer at the polling place on the date of the election, the candidate must make a written request to the county clerk no later than five (5) days prior to the date of the election.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the clerk with the written permission of the board, shall within four (4) days before the date of the election declare such candidate elected as a trustee. The clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the district.

Legal Reference: § I.C. 33-401 Legislative Intent
 § I.C. 33-403(C) Challengers – Watchers
 § I.C. 33-501 Board of Trustees

§ I.C. 33-502	Declaration of candidacy for trustees
§ I.C. 33-502A	Declaration of intent for write-in candidates
§ I.C. 33-502B	Board of Trustees – One nomination – No election.
§ I.C. 33-503	Election of Trustees – Uniform Date
§ I.C. 34-1404	Declaration of Candidacy
§ I.C. 34-1407	Write-in Candidates

Policy History:

Adopted on: March 14, 2007

Revised on: July 14, 2010

Revised on: October 11, 2011

West Bonner County School District

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Candidate Edification

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them. Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs.

Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home with students. The following procedures shall be followed:

1. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives;
2. The school will not send home partisan materials through the students; and
3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions.

Procedure History:

Promulgated on: March 14, 2007

Revised on:

West Bonner County School District

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Taking Office

At the time of nomination and election or appointment, each trustee shall be a school district elector of the district and a resident of the trustee zone from which nominated and elected, or appointed.

Each trustee shall qualify for and assume office on the next July 1 following his or her election, or, if appointed, at the regular meeting of the board of trustees next following such appointment.

An oath of office shall be administered to each trustee, whether elected, re-elected or appointed. The oath may be administered by the clerk, or by a trustee of the district. The records of the district shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of the district.

Legal Reference: I.C. § 33-501 Board of Trustees [Effective January 1, 2011]

Policy History:

Adopted on: March 14, 2007

Revised on: July 14, 2010

West Bonner County School District

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1120P

Oath of Office

An oath of office is required to be administered to each school board trustee, whether elected, re-elected or appointed. The trustee is required to take his/her oath within ten (10) days after the trustee has notice of his/her election or appointment, or within fifteen (15) days from the commencement of his/her term of office. Before any school district trustee elected or appointed enters upon the duties of his/her office, he/she must take the following oath:

I do solemnly swear (or affirm, if re-elected) that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of West Bonner County School District #83 according to the best of my ability.

The oath is required to be administered by the clerk, or by a trustee. Additionally, the records of the district are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the district.

A school district trustee holds office from the time of the annual meeting in the year in which he/she is elected until the annual meeting in the year in which his/her term of office expires, unless: he/she dies; resigns as trustee; removes him/herself from the trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

If the school district trustee is appointed, he/she holds office from the time he/she takes the oath of office until the next annual meeting of school district trustees, unless: he/she dies; resigns as trustee; removes him/herself from their trustee zone of residence; refuses to serve as trustee; fails to attend four (4) consecutive regular meetings of the board without an acceptable excuse to the board of trustees or is recalled and discharged from office.

Legal Reference: I.C. § 33-501	Board of Trustees
I.C. § 33-504	Vacancies on Boards of Trustees
I.C. § 59-401	Loyalty Oath—Form
I.C. § 59-402	Time of Taking Oath

Policy History

Promulgated on: March 14, 2007

Revised on:

West Bonner County School District

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Resignation

Resignation of a trustee, for whatever reason, must be submitted in writing to the Clerk. The Board shall accept the resignation at any duly convened regular or special meeting and proceed to fill the vacancy as provided by statute and Board policy.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference: I.C. § 33-504 Vacancies on boards of trustees
 I.C. § 59-902 Resignations

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

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Vacancies

A vacancy shall be declared by the board of trustees within thirty (30) days of when any of the following occurs:

1. a trustee dies;
2. a trustee resigns;
3. a trustee removes him/herself from the trustee's zone of residence;
4. a trustee no longer is a resident or school district elector of the district;
5. a trustee refuses to serve as trustee;
6. a trustee, without excuse acceptable to the board of trustees fails to attend four (4) consecutive regular meetings of the board; or
7. a trustee is recalled and discharged from office.

A trustee position also shall be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be made at any regular or special meeting of the board of trustees, when any of the above-mentioned conditions are determined to exist.

In the case of a trustee vacancy, the remaining trustees shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one (1) candidate to serve until the annual meeting of school district trustees next following such appointment. In the event the board of trustees is unable to appoint a trustee from the zone vacated after ninety (90) days from the date the board declared the vacancy, the board of trustees may appoint a person-at-large from within the boundaries of the school district to serve as the trustee from the zone where the vacancy occurred. Otherwise, after one hundred and twenty (120) days of the declaration of vacancy, the county commissioners of the county in which the district is situated (or of the home county if the district is a joint school district) shall appoint a qualified person to fill such vacancy.

Cross Reference: 1240 Duties of Individual Trustees

Legal Reference: I.C. § 33-501	Board of Trustees
I.C. § 33-504	Vacancies on boards of trustees
I.C. § 67-2345(1)(a)	Executive Sessions When Authorized

Policy History:

Adopted on: March 14, 2007

Revised on: September 9, 2009

West Bonner County School District

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Annual Organization Meeting

After the issuance of the election certificates to the newly elected trustees in May, and on the date of its regular July meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the Treasurer if other than the County Treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly-elected trustees.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Election of a Clerk.
9. Election of a Treasurer.

Policies and Bylaws shall continue from year to year until and unless the Board changes them.

Legal Reference: I.C. § 33-506
I.C. § 33-510

Organization and government of board of trustees
Annual meetings – Regular meetings – Board of Trustees

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

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School Board Powers and Duties

The board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and district staff and who shall be held responsible for the effective administration and supervision of the entire school system.

Individual members of the board have no power separate from the board as a whole. Members of the board have authority only when acting as a board legally in session. The board is not bound by any action or statement on the part of an individual board member except when such statement or action is in pursuance to specific instructions from the board. No board member, by virtue of his or her office, may exercise any administrative responsibilities with respect to the schools, or, as an individual, command the services of any school employee.

The board, functioning within the framework of laws, court decisions, attorney general's opinions, State Department of Education regulations and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacts policy
2. Adopts courses of study and provides instructional aides
3. Employs all staff members and fixes and prescribes their duties.
4. Approves the budget, financial reports, audits, major expenditures, payment of obligations and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business.
5. Estimates and seeks to provide funds for the operation, support, maintenance, improvement and extension of the school system.
6. Provides for the planning, expansion, improvement, financing, construction, maintenance, use and disposition of physical plants of the school system.
7. Prescribes the minimum standards needed for the efficient operation and improvements of the school system.
8. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system.
9. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures considered essential to the efficient conduct of school business.
10. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public.
11. Make by-laws, rules, and regulations for its government, and that of the district, consistent with the laws of the State of Idaho and the rules of the State Board of

Education.

12. Call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the district.
13. Employ attorneys when deemed in the best interest of the district, or for the purpose of defending the district against any suit or for bringing action deemed necessary to be commenced by the board. Where it is not feasible for the board to meet and appoint an attorney to advise on a matter, the superintendent shall be authorized to contact an attorney of his or her choice for legal advice.
14. Maintain at least one (1) elementary school and one (1) secondary school.
15. Employ necessary help and labor to maintain and operate the schools of the district.
16. Discontinue any school within the district whenever such discontinuance is found to be in the best interest of the district and students.
17. Set the days of the year and the hours of day when schools shall be in session. The amount of hours will conform with state law and regulation.
18. Protect the morals and health of the students.
19. Exclude from school children not of school age.
20. Prescribe rules for the disciplining of unruly and insubordinate students.
21. Exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities.
22. Equip and maintain a suitable library in the schools and to exclude from libraries all books, tracts, papers, and catechisms of sectarian natures.
23. Determine school holidays.
24. Erect and maintain at each school a suitable flagstaff or flagpole and display a flag of the United States of America on all days when school is in session, except during inclement weather.
25. On each Veteran's Day that school is in session, conduct and observe an appropriate program of at least one class period remembering and honoring American veterans.
26. Prohibit entrance to each schoolhouse or school grounds, prohibit loitering in schoolhouses or on school grounds; and provide the removal from such schoolhouses or school grounds or any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students.
27. Supervise and regulate those extracurricular activities which are outside the regular academic courses or curriculum of the public schools.
28. Govern the district in compliance with state laws and rules of the State Board of Education.

29. Submit to the superintendent of public instruction by July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America's Schools Act of 1994.
30. Hire a school superintendent. Evaluate the school superintendent in January of each year; a second evaluation in July may be done at the discretion of the Board or at the request of the school superintendent.
31. Approves contracts.

Waivers of State Board of Education Rules

The State Board of Education may grant a waiver of any rule not required by state or federal law to any school district upon written request. The Board will not grant waivers of any rule required by state or federal law. State and federal law includes case law (including consent decrees), statutes, constitutions, and federal regulations.

This district will seek waivers from the State Board of Education when extenuating circumstances preclude compliance with any rule governing Administration, Uniformity or Thoroughness. The superintendent or designee will prepare and submit any requests to the board of trustees. The board of trustees will review waiver requests on a case by case basis, and, if approved, will submit the waiver request to the State Board of Education.

Legal Reference: I.C. § 33-313 Trustee Zones
I.C. § 33-501 Board of Trustees
I.C. § 67-2341 Open Public Meetings – Definitions

Policy History:

Adopted on: March 14, 2007

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West Bonner County School District

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Qualifications, Terms and Duties of Board Officers

The Board officers are the Chairman and Vice-Chairman. These officers are elected at the annual organizational meeting.

Chairman

The Board elects a Chairman from its members for a one-(1)-year term. The duties of the Chairman are:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by the action of the Board; and
- Close Board meetings as prescribed by Idaho law.

The Chairman is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairman may not make a motion, but may second motions.

Vice-Chairman

The Vice-Chairman shall preside at all Board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chair's absence or disability.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees

Policy History:

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Revised on:

West Bonner County School District

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Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Legal reference: I.C. § 33-506 Organization and government of board of trustees
I.C. § 33-508 Duties of clerk.

Policy History:

Adopted on: March 14, 2007

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West Bonner County School District

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Duties of the Treasurer

The Treasurer shall have such duties as prescribed by the Board. The Treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two (2) sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law (Chapter 1, Title 57, Idaho Code).

The Board may elect one (1) or more assistance treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and direction of the Treasurer.

Legal references: I.C. § 33-506	Organization and government of board of trustees
I.C. § 33-509	Duties of the treasurer
I.C. § 33-509A	Assistance treasurers

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

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Duties of Individual Trustees

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend both regular and special board meetings. Whenever possible, each trustee shall give advance notice to the Chair or Superintendent of the trustee's inability to attend a Board meeting. A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.

Cross Reference: 1140

Vacancies

Legal Reference: I.C. § 33-506

Organization and government of board of trustees.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

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Committees

Generally, the Trustees will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary.

Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees. Board committees shall be limited to less than one-half (1/2) of the Board.

The board of trustees reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee or task force. The board encourages patron participation and input. Advisory committees may be appointed by the board when appropriate and function in those areas assigned by the board. All committees appointed shall be advisory only and shall have no administrative authority and are not created to take away any of the rights and/or privileges of the Board of Trustees and administrative staff. A staff member or members will be assigned to each committee to help it carry out its functions. Only the board has the authority to dissolve advisory committees it has created. All committees should be reviewed and renewed annually by the Board of Trustees.

The trustees of District #83 recognize the following committees:

Board Committees:

- Finance Committee
- Food Service Committee
- Facilities Committee
- Transportation Committee
- Negotiations Committee
- Policy Committee
- Instructional Committee

School and Community Committees:

- Superintendent Advisory Committee
- Labor/Management Team
- Site Councils for each school
- Task Forces as need for a specific, short term, tasks

Policy History:

Adopted on: March 14, 2007

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West Bonner County School District

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Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chair and Treasurer are authorized to use a facsimile signature plate or stamp.

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

Board Chairman
Board Treasurer

Checks: The Treasurer is designated as the custodian of each school building activity fund. The Treasurer is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Treasurer
Student Body Funds Bookkeeper

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$1,500 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair and Superintendent are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair and the President of the West Bonner County Education Association.

Legal Reference: I.C. § 33-705 Activity Funds.

Policy History:

Promulgated on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1300

District Policy

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Trustees.

All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho Department of Education.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the superintendent for detailed study as needed prior to Board action on the proposal. The Board encourages the superintendent to contact other experts to have potential board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the District clerk prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two (2) readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Administration in Absence of Policy

In cases where action must be taken before the next board meeting and where the Board has provided no policies or guides for administrative actions, the superintendent shall have to power

to act.

His decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the superintendent to inform the Board of such action and the need for policy.

Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

Legal References: I.C. § 33-506 Organization and government of board of trustees.
 I.C. § 33-512 Governance of schools.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1305

Annual Policy Review Checklist

TOPIC	POLICY #	POLICY NAME	REVIEWED
School Climate	3200	Student Rights and Responsibilities	
School Climate	3280	Equal Education, Nondiscrimination and Sex Equity	
School Climate	5120	Equal Employment Opportunity and Non-Discrimination	
Discipline	3330	Student Discipline	
Discipline	3340	Corrective Actions and Punishment	
Discipline	3370	Searches and Seizure	
Discipline	3010	Open Enrollment	
Discipline	3360	Discipline of Students with Disabilities	
Discipline	8540	Theft or Destruction of School Property	
Discipline	3265	Electronic Communications Devices	
Discipline	3320	Substance and Alcohol Abuse	
Violence Prevention	3340	Corrective Actions and Punishment	
Violence Prevention	3370	Searches and Seizures	
Violence Prevention	8540	Theft or Destruction of School Property	
Violence Prevention	3265	Electronic Communications Devices	
Student Harassment	3290	Sexual Harassment/Intimidation of Students	
Student Health	3520	Contagious or Infectious Diseases	
Student Health	3510	Administering Medicines to Students	
Student Health	3540	Emergency Treatment	
Student Health	3000	Entrance Placement and Transfer	
Student Health	3530	Suicide	
Student Health	3535	Do Not resuscitate Orders	
Gun-Free Schools	3340	Corrective Actions and Punishment	
Substance Abuse	3320	Substance and Alcohol Abuse	
Substance Abuse	5310	Tobacco Free Policy	
Substance Abuse	3400	Extra Curricular Activities Drug Testing Program	
Substance Abuse	5830	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	
Suicide Prevention	3530	Suicide	
Drug Free School Zones	3320	Substance and Alcohol Abuse	

Drug Free School Zones	5310	Tobacco Free Policy	
Drug Free School Zones	3400	Extracurricular Activities Drug Testing Program	
Drug Free School Zones	5830	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	
Building Safety Including Evacuation Drills	8510	District Safety	
Building Safety Including Evacuation Drills	8520	Inspection of School Facilities/Emergency Evacuation Plan	
Building Safety Including Evacuation Drills	8300	Emergencies/Disaster Preparedness	
Building Safety Including Evacuation Drills	9550	Trespass on School District Properties	

West Bonner County School District

THE BOARD OF TRUSTEES

1310

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Superintendent may request prior Board approval.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1320

Management Rights

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. Procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Contract notification dates;
7. Extra-curricular assignments;
8. Personnel files;
9. Direct, employ, dismiss, promote, transfer, assign, and retain employees;
10. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
11. Maintain the efficiency of District operations;
12. Determine the methods, means, job classifications, and personnel by which District operations are to be conducted;
13. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
14. Establish the methods and processes by which work is performed.

The Board reserves all other rights, statutory and inherent as provided by state law. The Board also reserves the right to delegate authority to the Superintendent for the on-going direction of all District programs.

Cross Reference: 6100

Superintendent-Board Relations

Legal Reference: I.C. § 33-514

Issuance of annual contracts – Supports programs –
Categories of contracts – Optional Placement

I.C. § 33-514A

Issuance of limited contract – Category 1 contract

I.C. § 33-515

Issuance of renewable contracts

I.C. § 33-515A

Supplemental contracts

I.C. § 33-518

Employee personnel files

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1321

School Calendar

It is the policy of the Board of Trustees, upon the recommendation of the Superintendent, to adopt a calendar for the ensuing school year. When holidays not set up in the school calendar are proclaimed by the Governor, the schools shall observe them by appropriate ceremonies and activities in lieu of dismissing school.

The Board will determine the District Calendar based on state law, the current “Negotiated Agreement”, and the recommendation from the Superintendent developed in collaboration with the Principals and the WBCEA President.

The calendar recommendation will be presented to the school trustees for adoption at their business meeting in March.

It is intended that the school calendar will coincide with the one developed by the consortium of Region I Schools and the Coop Agreement with the Newport School System.

The school calendar will be based on a minimum number of instructional hours as follows:

Grades	Hours
9-12	990 Hours
4-8	900 Hours
1-3	810 Hours
K	450 Hours

At the start of the second semester a committee made up of administrators and teachers shall meet to draft a school calendar for the upcoming school year. The Board will formally adopt a calendar for the upcoming school year no later than the regular May board meeting.

REF: Snow Day Policy # 2210
WBCSD Negotiated Agreement, Article XIV, F

Policy History:
Adopted on: March 14, 2007
Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1400

Board/Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

Trustees should make a point to visit each school of the District not less than once each school year to examine its condition and needs. Individual Board members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in the schools and education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general District problems can be anticipated.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1402

School Board Use of Electronic Mail

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees, with regard to confidential information.

Definitions

“Deliberation” is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

Legal Reference: I.C. 9-337 Public Writing et.seq.
I.C. 67-2341(2) Open Public Meetings-Definitions
Cowles Pub. Co. v. Kootenai Co. Bd. Of County Commissioners
144 Idaho 259 (2007).

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1410

Board-Superintendent Relationship

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

The Superintendent shall be employed for a term not to exceed three (3) years and shall be the executive officer of the Board with such powers and duties as the board prescribes. The Superintendent shall act as the authorized representative of the district whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Superintendent.

Cross Reference: 6100 Superintendent

Legal Reference: I.C. § 33-513 Professional personnel

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1420

Trustee Expenses

Expenses for Board Members - In-District

A trustee shall not receive remuneration for service as a trustee. However, each trustee shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the trustee.

Board Meetings

Whenever any trustee resides at such distance from the meeting place of the board as to require such member to incur extraordinary expense in traveling from the trustee's home to and from the meeting place, the board may approve payment to a trustee of the extraordinary expense incurred in attending any such meeting. The Board has determined that those trustees who will in excess of -0_ miles from the place where school board meetings are general held shall be entitled to an allowance for mileage or actual travel expense incurred, whichever is less.

Expenses for Board Members at Out-of-District Meetings

Trustees normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that trustee expenditures at these out-of-District meetings be paid by the District from the general fund. It is the intent of the District to pay all legitimate costs for trustees to attend out-of-District meetings, at the established rates for reimbursement set by the District:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car.
3. Hotel or motel costs for trustee, as necessary.
4. Food costs as necessary.
5. Telephone services shall be provided for necessary communications with business or family, resulting from the trustee being away from home.
6. Incidental expenditures for tips and other necessary costs attributable to the trustee's attendance at the meeting. The Districts will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Cross Reference: 7430

Travel Allowances and Expenses

Legal Reference: I.C. § 33-506
I.C. § 33-701

Organization and government of board of trustees.
Fiscal Year – Payment and Accounting of Funds

Policy History:

Adopted on: March 14, 2007
Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1430

Trustee Insurance

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the District and within the trustee's authority.

Legal Reference I.C. § 59-801 et seq. Surety Bond Act

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

BOARD OF TRUSTEES

1500

Board Meetings

Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in school board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or the Superintendent is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the location. Regular meetings shall be held at 6:00 p.m. on the second Wednesday of each month.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school district office and at

least two (2) or more public buildings within the school district. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Under Idaho law, upon a two-thirds (2/3's) vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member or individual agent.
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To conduct deliberations regarding labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations;
7. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session does not satisfy this requirement.
8. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session does not satisfy this requirement.

Except for making a determination to place a certified professional employee on probation, no final action may be held for the purpose of taking any final action or making any final decisions.

If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed.

Legal Reference: I.C. § 33-510	Annual meetings – Regular Meetings – Board of Trustees
I.C. § 33-514	Issuance of annual contracts – Support programs – Categories of contracts – Optional placement [Effective April 1, 2001.]
I.C. § 67-2341	Open Public Meetings – Definitions
I.C. § 67-2342	Governing Bodies—Requirement for Open Public Meetings
I.C. § 67-2343	Notice of Meetings.
I.C. § 67-2344	Written Minutes of Meetings

I.C. § 67-2345 Executive Sessions – When Authorized

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

Revised on: October 14, 2009

West Bonner County School District

THE BOARD OF TRUSTEES

1510

School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chairman. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least 7 days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meetings Agendas - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meetings Agendas – Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time and place.

Amending Agendas – An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

AMENDING THE AGENDA MORE THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is made after an agenda has been posted but forty eight (48) hours or more prior to the start of a regular meeting, or twenty four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posted of the amended agenda.

AMENDING THE AGENDA LESS THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at that meeting and the school board votes to amend the agenda.

AMENDING THE AGENDA AFTER THE START OF A MEETING

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Order of Business

The order of business will be determined by the Board Chairman and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

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 Chairman and 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 shall keep written minutes of all open Board meetings, which shall be signed by the Chair 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 a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

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.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Board Packets

Board packets, which include the agenda and support information, will be provided to the West Bonner County Education Association president, a Meet and Confer representative, building administrators, and patrons who ask for them five (5) days in advance.

Legal Reference: I.C. § 67-2343	Notice of Meetings
I.C. § 67-2344	Written Minutes of Meetings
I.C. § 33-510	Annual meetings – Regular meetings – Boards of trustees

Cross Reference: 1520
1520F

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

Revised on: September 9, 2009

West Bonner County School District

BOARD OF TRUSTEES

1520

Public Participation in Board Meeting

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

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

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

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

Please also see District Policy No 4110 regarding public complaints.

Members of the public will not be recognized by the Chairman as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each Regular and Special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “REQUEST TO APPEAR BEFORE THE BOARD” form. Forms are available from the Board Secretary and will be available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to two (2) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Secretary will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Secretary at the West Bonner County School District Administrative Office.

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

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

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks. If a special meeting has been held to obtain public comment on a specific issue, the Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

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

Legal Reference: I.C. § 33-512 (11)
 I.C. § 67-2345

Policy History

Promulgated on: March 14, 2007

Revised on: March 12, 2008

REQUEST TO APPEAR BEFORE THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.

“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).

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

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, superintendent, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **two minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to two (2) minutes. In unusual circumstances, and when an individual had made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than two minutes.
3. The Board Chairman may shorten or lengthen an individual's opportunity to speak. The Chairman may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in board policy.

REQUEST TO APPEAR BEFORE THE BOARD

NAME _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board _____

Date: _____

West Bonner County School District

THE BOARD OF TRUSTEES

1525

Board Meeting News Coverage

One of the paramount responsibilities of the board of trustees is to keep the public informed of its actions. Consequently, local news media representatives shall be welcome and encouraged to attend all regular and special meetings of the board.

Broadcasting & Taping Of Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special board of trustee meetings legally open to the public according to the following guidelines:

1. Photographs, broadcasting and recording of meetings are permitted only when the school district and the person(s) seeking to use cameras, broadcasting, and/or recording devices have been informed that cameras, broadcasting and/or recording devices will be used. The District requests that notification occur at least twenty-four (24) hours prior to the meeting in order to give the District time to accommodate the request or be prepared to make an official district copy of the video or audio tape. (This time period could be subject to board waiver, provided good cause is shown.) All equipment setup shall take place prior to the commencement of the meeting, and all equipment removal will take place either during a recess or after conclusion of the meeting.
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between trustees and the audience must not be obstructed; interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts the trustees or the audience.

The board, or its representatives, will make the necessary arrangements to have audio and video recordings of regular meetings and any special meetings that it deems appropriate. Audio and video recordings are not to be considered part of the minutes of any meeting.

Legal Reference: I.C. § 67-2343 Notice of Meetings
 I.C. § 67-2344 Written Minutes of Meetings
 I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees

Policy History:

Adopted on: March 14, 2007

Revised on:

Records Available to Public

Subject to the limitation provided herein, and as provided by law, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or appoint someone to serve, as “public records coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of federal law, state law, and this policy. The public records coordinator shall authorize the inspection and copying of the District’s records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A “Public record” includes any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics.

A “Writing” includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of the District do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;

2. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
3. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
8. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
 - a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
 - b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

9. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
10. Test questions, scoring keys, or other examination data used to administer academic tests;
11. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
12. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the

District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.

The public records coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Unless a person requesting the public record can demonstrate an inability to pay or if the requester's interest is in litigation in which the requester is, or may become, a party, or the public's interest or understanding of the operation or activities of the District or its records would suffer by the assessment or collection of any fee, the District will adhere to its copying fee schedule.

The public records coordinator shall determine if there is an inability to pay by the requester or whether the request is likely to contribute significantly to the public's understanding of the operations or activities of government. The public records coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Superintendent is the public records coordinator then the appeal shall be filed within seven (7) days to the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board. The request shall not be fulfilled or prepared until such time as the denial has been reversed. If the denial is reversed then the time for response shall run from the date of the written reversal of the denial. If the denial is affirmed and there are no further appeals available then the requester shall be required to pay in advance the estimated costs for the request.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case then it can aggregate the related requests and charge based upon its copying fee schedule.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

The copying fee schedule of the District is as follows:

- a) The District shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;

- b) Copies of public records - ___¢ per page (*cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
- c) The District will charge for the ~~actual~~ labor costs associated with locating and copying documents if:
 - (1) The request is for more than 100 pages of records;
 - (2) The request include non-public information that must be redacted from the public records; and/or
 - (3) The labor associated with locating and copying the records exceeds two (2) hours.
- d) The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the District who is necessary and qualified to process the request.
- e) The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the District or if there are no attorneys employed by the District than the rate shall be no more than the usual and customary rate of the attorney retained by the District.
- f) Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - (1) The District's cost of copying the information in that form;
 - (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

A request for public records may be conducted by electronic mail.

Cross Reference: 3570-3570P Student Records
 4130 Public Access to District Website

Legal Reference: I.C. § 9-338 Public Records – Right to Examine
 I.C. § 9-339 Response to Request for Examination of Public Records
 I.C. § 67-2344 Written Minutes of Meetings

Policy History:

Adopted on: March 14, 2007

Revised on: October 11, 2011

West Bonner County School District

THE BOARD OF TRUSTEES

1530F

District Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Requester's Email Address

Record(s) Requested: _____

To Be Completed By District Personnel:

Date Request Received in District Office: _____

10-Day Extension Requested. Document(s)/Item(s) Due: _____

Record Requested Granted. Date Mailed to Requester: _____

Record Request Partially Denied. Date Letter Mailed to Requester: _____

Record Request Denied. Date Letter Mailed to Patron: _____

District Personnel Comments/Notes: _____

Itemized Statement of Fees:

Per page cost for copies \$_____

Hourly rate of employees \$_____

Hourly rate of attorneys \$_____

Actual time spent responding to request:_____

Estimated Fees \$_____ Collected Fees \$_____ Returned Fees \$_____

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:

Adopted on: March 12, 2008

Revised on: October 11, 2011

West Bonner County School District

THE BOARD OF TRUSTEES

1600

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;

Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____

Policy History:

Adopted on: March 14, 2007

Revised on:

Conflict of Interest

A trustee may not:

1. use the trustee's official power to further the trustee's own interests;
2. have a pecuniary interest directly or indirectly (except a remote interest) in any contract or other transaction pertaining to the maintenance or conduct of the school district. A "remote interest" means:
 - A. the trustee is a nonsalaried employee of a nonprofit corporation; or
 - B. the trustee is an employee or agent of a contracting party where the compensation of the trustee as an employee or agent consists entirely of fixed wages or salary; or
 - C. the trustee is a landlord or tenant of a contracting party; or
 - D. the trustee is a holder of less than one percent (1%) of the shares of a corporation or cooperative a contracting party ; AND
 - E. The trustee discloses such remote interest to the Board of Trustees.
3. accept any reward or compensation for services rendered as a trustee except as expressly provided by law;
4. accept and award contracts involving the school district to businesses in which a trustee or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 18-1361 or 1861A are followed;
5. be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. enter into a contract in the trustee's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
7. enter into a contract with the trustee's district;
8. accept a bribe in the way for money, a promise, gift or any other form of personal advantage engage in a substantial financial transaction for the trustee's private business purpose with a person whom the trustee inspects or supervises in the course of official duties;
9. be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
10. use public funds or property to obtain a pecuniary benefit for himself;
11. solicit, accept or receive a pecuniary benefit as payment for services, advice, assistance or conduct customarily exercised in the course of the trustee's official business;
12. use or disclose confidential information gained in the course of or by reason of the trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the trustee or any other person or entity in whose welfare the trustee is interested or with the intent to harm the District;

13. appoint or vote for the appointment of any person related to him by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appointment or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

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

Legal Reference:	I.C. § 33-507	Limitation upon authority of trustees
	I.C. § 18-1359	Use public position for personal gain
	I.C. § 18-1361	Self-Interest Contracts - Exception
	I.C. § 18-1361A	Noncompensated Appointed Public Servant – Relative of Public Servant -- Exceptions
	I.C. § 59-201	Officers not to be interested in contracts
	I.C. § 59-202	Officers not to be interested in sales

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1620

Annual Goals and Objectives

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the year, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1640

In-Service Conference for Trustees

In keeping with the need for continued boardsmanship development, the Board encourages the participation of its members at appropriate Board conferences, workshops, conventions and District-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.

Policy History:

Adopted on: March 14, 2007

Revised on:

Board Development Opportunities

The West Bonner County School District Board of Trustees realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum and communications can be overwhelming and may require training. Training board members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among board members demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the board and the superintendent.

The board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses, as prescribed in policy 1420, incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the district.

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. When a conference, convention or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the state and national school boards associations.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1650

New Board Member Workshop

The West Bonner County School District Board of Trustees will assist newly elected/appointed Board members to become familiar with their duties and responsibilities as quickly as possible. All Board members are encouraged to attend appropriate workshops, seminars and conventions in order to develop professionalism and expertise in governance.

Newly elected/appointed Board members are required by this board policy to complete at least 8 hours of instruction on education issues, including Idaho education laws, school finance, ethics, duties, and responsibilities of district Board members. The 8 hours of attendance must be accomplished during the first 2 years of the Board member's tenure. The Board and the Superintendent will insure that new members are notified of the date and time of such workshops.

Upon completion of either a new Board member workshop or 8 hours of other workshops, the information will be recorded into the Board minutes.

Board members who attend and successfully complete such workshops, shall be reimbursed for actual expenses for lodging, meals, registration fees, and transportation to and from the location of the workshop as prescribed in policy 1420 "Trustee Expenses".

The superintendent or the superintendent's designee will maintain records of each Board member's training accomplishments and will notify any Board member of the need for that Board member to accomplish any additional training.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

THE BOARD OF TRUSTEES

1700

Charter Schools

This board recognizes charter schools as set forth by the State Department of Education and Idaho Code.

Legal Reference:	I.C. § 30-3-1	I.C. § 33-1612
	I.C. § 33-203	I.C. § 33-5101
	I.C. § 33-310	I.C. § 33-5201
	I.C. § 33-509	I.C. § 59-1302(15)
	I.C. § 33-1401	I.C. § 63-3622(o)
	I.C. § 67-5201	

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2000

Goals

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for life long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

The administrative personnel are responsible for apprising the Board of the educational program's current and future status. The Superintendent should prepare periodic reports that include:

- A review and evaluation of the present curriculum;
- A projection of curriculum and resource needs;
- An evaluation of, and plan to eliminate, any sexual, cultural, ethnic, or religious bias that may be present in the curriculum or instructional materials and methods;
- A plan for new or revised instructional program implementations; and
- A review of present and future facility needs.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2110

Lesson Plan

To insure proper planning and continuity of instruction, the Board requires that each teacher prepare lesson plans for daily instruction. To facilitate more effective instruction, lesson plans must be prepared at least 3 days in advance of the actual class presentation. The format for the lesson plan will be specified by the building principal and shall be reviewed on a regular basis. The plan book must be readily available when a substitute teacher is needed.

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and/or
3. The daily activities that address the needs of students.

Planning should include:

1. Statement of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Planning should be creative and challenging as well as continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

Policy History:

Adopted on: March 14, 2007

Revised on: August 20, 2008

West Bonner County School District

INSTRUCTION

2115

Class Record Book

The original and official record for student performance is the class record book provided to each teacher.

The class record book will be maintained carefully and accurately by staff. Sufficient student progress evaluation will be recorded enabling the teacher to make a fair appraisal of student performance.

The class record book is a permanent record of the district and must be returned to the building principal at the close of each school year.

Teachers are expected to maintain and provide student grades in the district electronic equipment and internet. This provides for communication and student progress for and with the parent/guardian.

Legal Reference: Idaho Code Section 33-506(1)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2118

Student Learning Plans

All students in this district will develop a parent-approved student learning plan by the end of the eighth grade. Students' learning plans will set forth their plans for high school and post-high school options. Parent signatures will be requested. The purpose of a learning plan is to outline a course of study and learning activities which allow students to become contributing members of society.

Each learning plan will be developed by a student and his or her parent/guardian with advice and recommendation from appropriate school personnel. Each learning plan will be reviewed annually and may be revised at any time.

Each learning plan will have, at a minimum, the list of courses and learning activities in which the student will engage while working toward meeting this district's graduation requirements and exiting standards.

Each learning plan will reflect the following applicable information:

1. Courses necessary for a student to progress from grade to grade which may include:
 - a. Correspondence courses;
 - b. Dual enrollment courses;
 - c. Postsecondary courses a student may wish to take for secondary credit;
2. Participation in statewide testing;
3. Work-based learning experiences;
4. College entrance exams a student may wish to take;
5. Other pertinent information.

This district will make a good faith effort to notify the parent/guardian of each student, grades eight through twelve (8-12), of the responsibility for the development and approval of the learning plan. A learning plan will not be required if the parent/guardian requests, in writing, that no learning plan be developed.

Legal Reference: IDAPA 08.02.03.100.04.b,c

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2120

Program Evaluation and Diagnostic Tests

The Board strives to achieve efficiency and effectiveness in all facets of its operations. In order to achieve this goal, the Board shall strive to set forth:

1. A clear statement of expectations and purposes for the District's instructional program;
2. A provision for staff, resources and support to achieve the stated expectations and purposes; and
3. A plan for evaluating instructional programs and services to determine how well expectations and purposes are being met.

Parents who wish to examine any assessment materials may do so by contacting the Superintendent. Parental approval is necessary before administering an individual intelligence test or a diagnostic personality test. No tests or measurement devices containing any questions about a student's or the student's family's personal beliefs and practices in family life, morality and religion shall be administered unless the parent gives written permission for the student to take such test, questionnaire or examination.

Legal Reference: 20 U.S.C § 1232h Protection of Pupil Rights
I.C. § 1601 et seq. Courses of Instruction

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2130

Research Studies

The District recognizes the value of participation in educational research. Studies using observation, surveys, and experimentation can aid in the improvement of the instructional program in the school system as well as growth in the profession and growth for individual teachers and researchers.

Simultaneously, the District recognizes that the amount of time available for student learning is limited and must be handled carefully. It is, therefore, important that only those research studies that are of the greatest value to the District should be allowed to be conducted in the school system.

All research proposals from outside sources will be submitted in prospective form, with the instruments attached, to the Superintendent at least three (3) weeks prior to the date on which the research study is to be conducted. The prospectus will include the researcher's name, address and phone number, as well as a description of the purpose of the study, the procedures to be used, the treatment of the data and the distribution of the study. The Superintendent will approve or disapprove all research studies. Approval will be based on educational significance, project design, and disruption to the regular school process. The primary criteria in approving research studies will be the value to the District. A final copy of the study will be provided free of charge to the District.

No test, questionnaire, survey, or enumeration containing questions about a pupil's or his parent's personal beliefs, practices in sex, family life, morality and religion will be administered without Board approval.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2140

Student and Family Privacy Rights

Surveys - General

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request, and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

Instructional Material

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (4) telephone number, or (5) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt their child out of participation in activities as provided in this policy;

3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turn 18 years of age or is an emancipated minor.

NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, ISBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.

Cross Reference:	3500	Student Health
	2520	Instructional Materials
	3200	Student Rights and Responsibilities

Legal Reference: 20 U.S.C. 1232h Protection of Pupil Rights

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2150

Copyright

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District’s copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District’s procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. The superintendent or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement.

No information or graphics may be posted on any school system official website in violation of any copyright laws. The superintendent or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school system official website.

Legal Reference: 17 USC 101 to 1010 Federal Copyright Law of 1976

Policy History:

Adopted on: March 14, 2007

Revised on: July 14, 2010

Copyright Compliance

Authorized Reproduction and Use of Copyrighted Material in Print

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay or short poem; or a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per pupil for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity
 - a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
 - b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
 - c. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose or poetic prose.
2. Spontaneity. Should be at the “instance and inspiration” of the individual teacher.
3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term. Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same

item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work, for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

Authorized Reproduction and Use of Copyrighted Materials on Websites

No information or graphics may be posted on any school system official website in violation of any copyright laws. The superintendent or web maintenance designee is responsible for maintaining copies of permission granted for the use of copyrighted material on any school system official website.

Teacher Instruction to Students for Reproduction and Use of Copyrighted Material

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement.

Legal Reference: 17 USC 101 to 1010 Federal Copyright Law of 1976.

Procedure History:

Promulgated on: March 14, 2007

Revised on: July 14, 2010

West Bonner County School District

INSTRUCTION

2210

School Closure

The Superintendent may order the closure of schools in the event of extreme weather, facility failures or other emergency, in compliance with established procedures for notifying parents, students and staff.

The State of Idaho allows Emergency School Closures of eleven (11) hours per year below the minimum number of required hours for emergency school closures due to adverse weather conditions or facility failure.

To ensure that students receive at least the minimum number of instructional hours, school calendars are to include additional minutes per day or additional days identified as snow days/emergency school closure days that total a minimum of twenty-two hours of instructional time. These twenty-two hours equal four snow days/emergency closure days; if these hours or days are not used for emergency closure, the Board of Trustees may alter the school closure date.

Procedure for School Closure (Snow Day):

- 1) School will be closed if either of the following conditions exists:
 - i) Life threatening blizzard or extreme sub zero weather
 - ii) Highways or county roads closed to emergency traffic only
- 2) The Director of Transportation will evaluate all county roads by communicating with county road officials, calling driver or parents in specific areas, or driving some of the roads. This information will be shared with the superintendent; if it is determined that 75% of the buses can safely run, school will not be closed. The Transportation Director shall determine which routes, if any, will run and inform that driver who will notify parents of students on their routes.
 - i) Students are responsible to get to school if they can. Parents should make alternative provisions for getting their student to school or keep them home.
 - ii) Students on a closed bus route will not be considered absent while their route is closed. All work and tests may be made up.
- 3) If between 50% and 75% of the routes are open, the Transportation Director may recommend to the Superintendent that schools start two hours later than normal to give road crews time to open more roads.
- 4) If fewer than 50% of the bus routes can be run, school will be closed.
- 5) If it is determined that school will be closed, the Transportation Director will notify bus driver before 6:00 a.m. This information will be faxed to radio stations and TV station by 6:00 a.m. Staff phone trees will be initiated.

- 6) If it seems prudent to send some students home before conditions worsen, the Transportation Director will inform the principals of bus routes that will be sent home early. This information will also be released to the radio and TV stations at the same time.

There are several reasons for this procedure:

- 1) The county determines which roads will be plowed on a day to day basis.
- 2) We want parents to know when we'll have school and which bus routes will be canceled so that they can make alternative plans to get their children to school, or keep them home.
- 3) Makeup days are of little value on Saturdays or added to the end of the school year.
- 4) Safety of students and staff will be the top consideration for closing school.
- 5) Opening school when fewer than 75% of the buses can run their routes results in loss of school revenue and loss of valuable instructional time.
- 6) Only under extreme circumstances will student be sent home early and only after parents have been notified via telephone. Since it would be impossible to notify the parents of an entire school, only specific routes will be sent home early. Other students will be held until a parent comes to check out their child(ren) or until regular dismissal time. Under these conditions, parents are asked to meet their child at their bus stop.

School Activities During School Closure

For all schools, no co-curricular or extracurricular practices will be held on full-day closings. On such days, at the middle and junior high levels, no games will be played. At the high school level, all games will be decided on a case-by-case basis in consultation with the coach, athletic director, and site and district administrator and transportation supervisor based on issues of safety.

When schools are closed due to health reasons, activities are to be suspended for all levels until school again resumes. This applies to school sponsored activities on weekends.

Sponsors and/or advisors of scheduled activities, meetings, or use of school facilities shall be notified of cancellation of school.

Cross Reference: 3055 School Activities During School Closure

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

West Bonner County School District

INSTRUCTION

2210P

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

When schools are closed for emergency or inclement weather closing, the district department heads and principals have the discretion to call in certain employees.

Every building and/or department will develop emergency closure procedures and job responsibilities for emergency days that will be posted in each building and reviewed annually by principals and supervisors.

In the event the State requires the district to make up days that are missed, each employee will work his/her regular schedule without additional compensation. If an employee is unable to work on the scheduled make up day, pay will be deducted from his/her paycheck in that pay period, unless the employee is on sick leave or has a planned personal leave or vacation leave day.

Work Schedules and Responsibilities for School Closures

Superintendent

Only the Superintendent shall have the authority to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Superintendent.

Central Administrative Personnel

Central administrative personnel shall not be expected to report for duty on their assigned shifts in the event of any school closure. However, the Maintenance Supervisor shall be expected to report for duty in the event of any school closure insofar as is safely possible. When the situation has been stabilized, the personnel who reported to work may choose to return home.

Building-Level Administrators, Non-Teaching “Exempt” Personnel, and Key Support Staff

All building-level administrators and non-teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one (1) secretary, insofar as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school [in the event that school has been closed] is properly and safely cared for and returned home per district policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home.

12-Month Classified Employees

In the event of a school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Superintendent. Building secretaries and secretaries to the key central administrative personnel who are required to be on duty are expected to report for duty. When the situation has been stabilized, the personnel who reported to work may choose to return home. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

10- and 11-Month Classified Employees

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor or Superintendent. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

Aides, Food Service Workers, and Other 9-Month Classified Employees

These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, 9 -month employees should not report for duty unless otherwise directed by their immediate supervisor or the Superintendent. Classified employees not required to work on emergency school closure days will receive their regular compensation for those days; if the lost school time is made up either on full days or part days, the employee shall not receive compensation for the make up time. If the State requires the district to make up days that are missed, employees who worked on emergency day(s) will be compensated at their regular hourly rate for the make up day(s).

Teachers (Teachers, Librarians, Psychologists, Counselors)

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Procedure History:

Promulgated on: March 14, 2007

Revised on: March 12, 2008

Revised on: July 12, 2011

West Bonner County School District

INSTRUCTION

2230

Grade Organization

The District has instructional levels for Grades kindergarten through twelve. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Instructional programs shall be coordinated between each grade and between levels of schools.

A student will be assigned to an instructional group or a classroom that will best serve the needs of that individual while still considering the rights and needs of other students. Factors to be considered in classroom assignments are: class size, peer relations, student/teacher relations, instructional style of individual teachers, and any other variables that will affect the performance of the student.

The criteria for grouping should be based upon the learning goals and objectives being addressed and the student's ability to achieve those purposes.

Legal Reference: I.C. § 33-302 Classification of school districts

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2240

Class Size

The School District Board of Trustees recognizes that achieving class size reduction is dependent upon the financial ability of the District. Superintendent shall review overloaded class situations and may place an assistant in the classroom or offer other solutions to relieve overloaded class conditions.

Legal Reference: IDAPA 08.02.02.110

Policy History

Adopted On: March 14, 2007

Revised On:

West Bonner County School District

INSTRUCTION

2300

Guidance and Counseling

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations, District policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

1. Provide staff with meaningful information that can be utilized to improve the educational services offered to individual students.
2. Provide students with planned opportunities to develop future career and educational plans.
3. Refer students with special needs to appropriate specialists and agencies.
4. Aid students in identifying options and making choices about their educational program.
5. Assist teachers and administrators in meeting academic, social and emotional needs of students.
6. Provide for a follow-up of students who further their education and/or move into the world of work.
7. Solicit feedback from students, staff and parents for purposes of program improvement.
8. Assist students in developing a sense of belonging and self-respect.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to gender, race, marital status, national origin or handicapping conditions, including reasonable efforts and encouraging students to consider and explore "nontraditional" occupations.

Legal Reference: I.C. § 33-1212 Elementary school counselors
IDAPA 08.02.03.108 Guidance Programs

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2305

Elementary School Required Instruction

In addition to the core of instruction set forth above, the district will offer the following instruction to all elementary school students:

Fine Arts (art and music)
Health (wellness)
Physical Education (fitness)

In addition, this district adopts the following areas of instruction:

Technology
Penmanship

Legal Reference: IDAPA 08.02.03.104

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2307

Technology

A thorough system of public schools has been defined by the Idaho Legislature as one in which students are introduced to current technology

Throughout this school district's educational system, technology will be integral to curriculum, instruction and assessment. Technology moves communication to a new dimension. This district's educational system must lay the foundation for students to be able to participate comfortably in an increasingly technological society. Classroom activities will include instruction using multimedia, distance learning and other technologies.

DISTANCE LEARNING SETTINGS

In distance learning settings, this district will provide for:

1. Adequate student contact with a teacher or paraprofessional during the instructional process.
2. Ready access for answering student questions.
3. Adequate teacher time to provide students with feedback on assignments and questions.

It is the policy of this district to utilize current technology available for instruction and student use, as appropriate to the student population and subject matter. To ensure that the students and personnel are utilizing current technology to enhance the educational process, this district will evaluate the use of technology in the schools on an annual basis. Based on such evaluation and the districts budgetary constraints, the board of trustees will prioritize the needs of the various schools and allocate funds to purchase new and replacement equipment and provide training, as necessary, to meet the intent this policy.

COOPERATIVE INSTRUCTIONAL INITIATIVES

This district may enter into cooperative instruction with post-secondary institutions, other districts and other sources, at its discretion. This district will be responsible for the quality of the programs offered and will assure that all state standards are met.

A district-wide committee, whose membership will be determined by the superintendent or designee, will evaluate the use of technology in each classroom. At a minimum, the committee will assess the following issues:

1. The quantity and quality of the available equipment;
2. The application of technology for instructional purposes;

3. Staff training needs;
4. The methods by which the students receive instruction and opportunity for application of technological advances; and
5. The utilization of technology to aid in record keeping and communication.

The Technology Committee will issue an annual report to the board of trustees setting forth its assessment, and it will provide the board with information regarding the availability and use of technology in every school in the district. The annual report will include recommendations regarding training for personnel and acquisition of new and replacement equipment. The board of trustees will take the committee's recommendations into consideration to provide the schools with adequate equipment and training as needed to provide the students with an introduction to current technology.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2309

Citizenship

A thorough system of public schools has been defined by the Idaho Legislature as one in which the importance of students acquiring the skills to enable them to be responsible citizens of their homes, schools and communities is emphasized.

Schools in this district are required to provide instruction and activities necessary for students to acquire the skills to enable them to be responsible citizens in their homes, schools, communities, state and nation *and such instruction and activities will be incorporated into the existing curriculum*

Legal Reference: Idaho Code Section 33-1612
IDAPA 08.02.03.700

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2310

Health Enhancement

Health, family life and sex education, including information about parts of the body, reproduction and related topics, shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives. Parents may ask to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice.

The Board believes that HIV/AIDS instruction is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about HIV before they reach the age when they may adopt behaviors that put them at risk of contracting the disease.

In order for education about HIV to be most effective, the Superintendent shall require that faculty members who present this instruction receive continuing in-service training that includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction but who have contact with students shall receive basic information about HIV/AIDS and instruction in the use of universal precautions when dealing with body fluids.

In accordance with Board policy, parents shall have an opportunity to review the HIV education program before it is presented to students.

Alcohol, Tobacco and Drug Education

Students shall receive education regarding the use of alcohol, tobacco and drugs. The Superintendent, or his/her designee, shall develop curriculum for use in health education that provides instruction to students in the areas of prevention, education, treatment, rehabilitation and legal consequences of alcohol, tobacco and drug use.

Legal Reference: I.C. § 33-1608 et seq. Family life and sex education – Legislative policy
IDAPA 08.02.03.450 Health Standards

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

West Bonner County School District

INSTRUCTION

2320

Driver Training Education

The District may offer a Driver Training Education Program when staffing and funding are available. Any such program will be conducted in compliance with all requirements in the Idaho Standards for Public school Driver Education and Training as approved by the State Board of Education on August 13, 2004.

Anyone residing in the District between the ages of fourteen and one-half (14 1/2) through twenty-one (21) years of age, irrespective of whether they are enrolled in the district, are eligible to enroll in the District's drivers training program. Such program, in the discretion of the Board, may be conducted after school hours, on Saturdays or during regular school vacation periods. The District may offer a joint driver training program with other districts.

No charge or enrollment fee shall be required of a student not enrolled in the District, unless public school students are required to pay such enrollment fees or charges.

The purpose of the program is to introduce students to a course of study that leads to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the State Department of Education.

District #83 will charge a fee for taking Driver's Education. The fee is to be set annually by the Finance Committee of the Board of Trustees.

Legal Reference: I.C. § 33-1701 et seq. Driver Training Courses
IDAPA 08.02.02.230

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

West Bonner County School District

INSTRUCTION

2340

Controversial Issues and Academic Freedom

The District shall offer courses of study which will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

The Board recognizes the need for the teacher to have the freedom to discuss and teach subjects and issues which may be controversial. Such subjects and issues may include but not necessarily be limited to (1) politics, (2) science, (3) health and sex education and (4) values and ethics.

Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and the free exchange of ideas and information.

The Board also believes that academic freedom carries with it a responsibility that is shaped by the basic ideals, goals and institutions of the local community. These standards are expressed via the goals and objectives of the adopted curriculum, by the adopted textbooks, by school board policy, and by the school's mission statement.

In the study or discussion of controversial issues or materials, however, the Board directs the teaching staff to take into account the following criteria:

1. relative maturity of students;
2. District philosophy of education;
3. community standards, morals and values;
4. the necessity for a balanced presentation; and
5. the necessity to seek prior administrative counsel and guidance in such matters.

As a consequence of its responsibility to guarantee academic freedom to both students and teachers, the Board expects that:

1. all classroom studies will be curriculum-related, objective, and impartial;
2. teachers will create and maintain an atmosphere of open-mindedness and tolerance, and that no one idea or viewpoint should necessarily prevail;

3. teachers will not attempt, directly or indirectly, to limit or control students' judgment concerning any issue, but will make certain that full and fair consideration is given to the subject and that facts are carefully examined as to their accuracy and interpretation;
4. teachers will exercise professional judgment in determining the appropriateness of the issue to the curriculum and to the age and grade level of the students.

To this end:

1. the teacher shall be free to choose supplemental materials to support and enhance the regular classroom curriculum except in sex education instruction as outlined in item four of this section. To encourage the free flow of information and enhance student creativity, unplanned issues may be brought up in the classroom and briefly discussed.
2. the school shall provide for parents to have their child excused from a topic which may be contrary to their religious or moral values. This shall be done in writing by the parent and include an explanation of the conflict. The student may also request to be excused if the student personally finds the topic to be contrary to their religious or moral values. The student must explain in writing as to the nature of the conflict. The teacher will provide an alternative assignment if the request is approved by the teacher and principal.
3. the teacher shall notify parents when especially controversial issues may be discussed and that they may have their child excused if family religious or moral values so dictate. The teacher should have the principal view questionable materials, etc.
4. the School Board directs that a philosophy of abstinence shall be a part of and the underlying principal in all sex education instruction. However, it is recognized that this alone may not prevent pregnancies and sexually transmitted disease and therefore the School Board allows for instruction in sex education including AIDS awareness, sexually transmitted diseases, birth control, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor. This does not preclude giving impartial view points on both sides of issues such as the right to an abortion or on the use of birth control methods.
5. when speakers are to be used, the principal must always give approval as outlined in the School Board Policy on "Controversial Speakers".

Cross Reference 2341 Controversial Speakers

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2341

Speakers in the Classroom and at School Functions

The Board encourages the use of outside speakers when the speaker's program is educationally sound, consistent with the curriculum, and follows District policies and procedures.

All speakers must be invited with the school principal's approval. If the subject is controversial the principal may also decide to engage speakers for both sides of the issue(s). In no instance shall a speaker who is known to advocate unconstitutional or illegal acts or procedures be permitted to address the students. Parents will be given the option to remove their student from certain discussions, and an alternative assignment will be given if the speaker is to address a classroom.

Controversial Speakers

The Board recognizes that visiting speakers may be of specific persuasions and that their topics may be controversial. If they are prohibited from speaking because of their points of view, academic freedom is endangered. Students need to examine issues upon which there is disagreement and to practice analyzing problems, gathering and organizing facts, discriminating between facts and opinions, discussing differing viewpoints and drawing tentative conclusions. The Board also recognizes that many topics are not suitable for younger or less mature students. When correctly handled, the use of controversial speakers becomes an invaluable component in accomplishing the goals of citizenship education. However, this places a serious responsibility on the professional staff members to correctly structure the learning situation involving a speaker.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on:

Controversial Speakers Procedure

No overall standard can be established which will automatically separate and exclude as a resource the person whose views or manner of presenting them may actually obstruct the education process or endanger the health and safety of students or staff. The Board, in an effort to uphold the students' freedom to learn while also recognizing obligations which the exercise of this freedom entails, establishes the following rules:

1. Selection of speakers and topics must be appropriate to the age and grade level of the students.
2. Selection of speakers and topics should be congruent with the curriculum of the course or function.
3. The teacher/sponsor and school building administrator shall investigate fully those proposed resource persons for whom the community may question the wisdom of his/her presence:
4. The teacher/sponsor or designee must give one week prior notification to the principal or designee. The principal or designee may waive the one week notification requirement if extenuating circumstances are present.
5. Minimal disruption to the normal flow of school operation is a high priority.
6. An attempt to provide a balance of viewpoints is recommended when dealing with controversial issues or candidates for public office.
7. No person who encourages or advocates breaking the law shall be invited to speak;
8. Teachers should ensure that the presentation and follow up is consistent with District approved programs and policies.
9. The teacher must retain primary responsibility for the instruction and supervision of students when using an outside speaker. The teacher must be present at all times when speakers are in the classroom.
10. Prior to his/her appearance or participation, the proposed speaker shall be given in writing and shall agree to abide by the following regulations:
 - a. Profanity, vulgarity and lewd comments are prohibited;
 - b. Tobacco use is prohibited;
 - c. The teacher/sponsor responsible for inviting the resource person, or any member of the school administration, has the right and duty to interrupt or suspend any proceedings if the conduct of the resource person is judged to be in poor taste or endangering the safety of students and staff.
11. In the event an outside community speaker is denied access to the classroom, the teacher may request a meeting to be held between the Superintendent or designee, the principal or designee, and the teacher/sponsor. The meeting shall be held no later than five (5) working days from the date of the request for the meeting. The administrators shall review with the teacher/sponsor pertinent information concerning the request and render a final decision on the issue.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2350

Student Religious Activity at School

In keeping with the United States and Idaho Constitutions and judicial decisions, the District may not support religion or endorse religious activity. At the same time, the District may not prohibit private religious expression by students. The purpose of this policy is to provide direction to students and staff members about the application of these principles to student religious activity at school.

Student Prayer and Discussion

Students may pray individually or in groups and discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray quietly in the classroom, except when they are expected to be involved in classroom instruction or activities.

Staff Members

Staff members are representatives of the District and must “navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed.” They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

Graduation Ceremonies

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays for graduation ceremonies and retains ultimate control over their structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests from students. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

Baccalaureate Ceremonies

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. Organizers of baccalaureate services may rent and have access to school facilities on the same basis as other private groups but may not receive preferential treatment.

The District may not be identified as sponsoring or endorsing baccalaureate services. District funds, including paid staff time, may not be used directly or indirectly to support or subsidize any religious services.

Assemblies, Extracurricular and Athletic Events

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions that promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted if the religious content has an historical and/or independent educational purpose that contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be religious or religious-holiday oriented.

Student Religious Clubs

Students may organize clubs to discuss or promote religion, subject to the same constitutionally acceptable restrictions that the District imposes on other student-organized clubs.

Distribution of Religious Literature

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions that the District imposes on the distribution of other non-school literature. Outsiders may not distribute religious or other literature to students on school property, consistent with and pursuant to the District's policy on solicitations (Policy 4240).

Religious Holidays

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays, but may not observe them as religious events.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2360

Release Time for Religious Instruction

For students in grades K through 8 (K-8), the District will/will not allow release time for religious instruction.

Upon application, students in grades 9-12 may be excused from school for religious instruction provided that no student will be excused in excess of five (5) periods in a school week or one hundred sixty-five (165) hours in any given school year.

The Board shall, in its sole discretion, determine religious release time(s)

Release time shall not interfere with the scheduling of classes, activities and programs of public schools. No credit shall be given for completion of courses during release time for religious purposes. Registration for release time programs shall not occur on school property.

The District is not responsible for the health, safety and welfare of a student participating in a release time program nor will the District be liable for acts, injuries or events occurring while: (1) a student is being transported to and from release time programs; or (2) while a student participates in religious instruction.

Legal Reference: Article IX, § 6 Idaho Constitution – Religious Test and Teaching in School Prohibited

I.C. § 33-519 Release for Religious Instruction

I.C. § 33-1603 Sectarian Instruction Forbidden

IDAPA 08.02.02.220 Release Time Program for Elementary and Secondary Schools

Policy History:

Adopted on: March 14, 2007

Revised on: January 14, 2008

West Bonner County School District

INSTRUCTION

2370

Interscholastic Activities

The program of interscholastic activities shall include all activities relating to competitive sport or intellectual contests, games or events, or exhibitions involving individual students or teams of students of this District when such events occur between schools outside this District.

Although the District recognizes that there is some value in offering programs of interscholastic activities, interscholastic activities shall not be considered to be a property, liberty or contract right of any student; any and all interscholastic activities offered by the District shall not be deemed a “right” but rather is considered to be a “privilege.”

All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the District, shall be inspected on a regular basis. Participants will be issued equipment that has been properly maintained and fitted.

An activity coach must be properly trained and qualified for an assignment as described in the coach's job description. A syllabus which outlines the skills, techniques and safety measures associated with a coaching assignment will be distributed to each coach.

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an “assumption of risk” statement that indicates that the parents assume all risks for injuries resulting from such participation. Each participant shall be required to furnish evidence of physical fitness prior to becoming a member of an interscholastic team. A participant shall be free of injury and shall have fully recovered from illness before participating in any event.

Coaches and/or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

Cross Reference: 3510 Administering Medication to Students

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2380

Homebound, Hospital and Home Instruction

A student absent from school for more than ten (10) consecutive days because of health or physical impairment will be provided the services of a teacher or an aide in the home or hospital. Appropriate educational services may begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request.

Building principals will administer the requests and recommend staff for homebound instruction. Homebound instruction may be provided by use of a certified employee, an aide currently employed by the district, or a substitute teacher regularly employed by the district for up to six hours of instruction per week.

To be eligible students must be enrolled in the district prior to the accident or illness, students must be under a doctor's care (complete the Physician's Statement Form), be out of school for ten consecutive days, and a parent or guardian must complete the Request for Homebound Services Form.

Homebound services may be provided up to six weeks. At the end of the six-week period, the parent or guardian may request additional services. Building principals shall review the request and make a decision. Students receiving homebound instruction will not be counted absent on school rolls.

Such students shall be included in calculating the average daily attendance.

PROCEDURES FOR ACCESSING HOMEBOUND SERVICES

1. A parent or teacher contacts the building principal or counselor regarding homebound services. Note: The student must be enrolled in a district school and be absent for ten (10) consecutive days before being eligible for homebound services.
2. The principal will provide the student's family with the "Physician's Statement" form. The family has this form completed by the physician and returns it to the principal.
3. The principal completes the upper portion of the "Request for Homebound Services" and sends this form along with a copy of the returned "Physician's Statement" form to the Superintendent.
4. The superintendent will complete the remainder of the "Request for Homebound Services" form and notify the appropriate principal to make arrangements for instruction to begin.
5. The principal will facilitate meetings between the homebound instructor and the teacher(s) to obtain work for the student.
6. Upon conclusion of homebound instruction, the provider will contact the principal and submit a summary of progress along with completed assignments.

7. Homebound services may be provided up to six weeks. At the end of the six week period, the parent or guardian may request additional services by contacting the building principal. Building principals shall review the request and make a decision.

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1003A Calculation of Average Daily Attendance

Policy History:

Adopted on: March 14, 2007

Revised on:

WEST BONNER COUNTY SCHOOL DISTRICT #83

REQUEST FOR HOMEBOUND SERVICES

Homebound instruction may be initiated for students who are unable to attend school due to temporary illness, accident, or an unusual disabling condition. A student must be enrolled in a district school and be absent for ten consecutive school days. A physician's statement must certify in advance that the absence will exceed this period of time.

PRINCIPAL OR CONSELOR COMPLETE FIRST HALF OF THIS FORM

School: _____ Date: _____

Name of Homebound Student: _____

Date of Birth: _____ Grade: _____ Date last attended: _____

Parent/Guardian: _____ Address: _____

Phone Number: _____

Request Recommended: _____ Yes _____ No

Principal's Signature: _____

Recommended plan for accommodation (include beginning date, anticipated ending date, hours per week, personnel to be used – teacher, substitute teacher, aide):

SEND TO SUPERINTENDENT

Date received by the Superintendent: _____

Superintendent: _____ Approved _____ Disapproved _____ Initials

Business Manager: Fund Number: _____ Initials

Date Principal Notified of Decision: _____ Via: _____

WEST BONNER COUNTY SCHOOL DISTRICT #83

PHYSICIAN'S STATEMENT FOR HOMEBOUND INSTRUCTION
PHYSICIAN'S STATEMENT

Student's Name: _____ Date of Birth: _____

School: _____ Teacher: _____

Before a student can be considered for Homebound Educational Services, it is necessary for the district to have on file a medical statement by a licensed physician certifying the student is suffering from an illness, accident or disability that will prevent the student from attending regular school programs.

I, _____, certify that
(Please Print)

_____ is undergoing treatment for:
(Student's Name)

____ an illness ____ a health impairment ____ traumatic brain injury

____ an accident ____ an orthopedic impairment ____ other (please specify)

Diagnosis: _____

Date of last examination: _____

In your opinion, at this time, is the student's medical condition such that he/she would benefit from homebound instruction? _____ Yes _____ No

I estimate the student will be able to return to school on _____.

Comments: _____

Physician's Signature: _____

Address: _____

Phone Number: _____ Date: _____

Supplemental Educational Services

Supplemental educational services are additional academic instruction designed to increase the academic achievement of students from low-income families who attend a school that fails to make adequate yearly progress for three consecutive years. Supplemental educational services may include academic assistance such as remediation, tutoring and other educational involvement, provided that such assistance is consistent with the content and instruction used by the District and is aligned with the State's academic content standards.

Supplemental educational services must be provided outside of the regular school day. Supplemental educational services must be high quality, research-based, and specifically designed to increase student academic achievement. District must select supplemental service providers from a list of state approved providers.

Assessing Need for Supplemental Educational Services

In assessing student's need for extended school services, the schools shall consider each student's performance in the following areas:

1. Academic skill areas for a single subject or single class, application of those skills to everyday life situations, and integration of skills and experience to acquire new information;
2. School attendance if it negatively affects academic performance;
3. Patterns of promotion or retention;
4. Physical and mental readiness for learning; and
5. If applicable, readiness for transition to work, post-secondary education, or military.

Eligibility for Supplemental Educational Services

Two (2) or more of the following methods of documentation shall be used to verify which student shall be determined eligible and in the greatest need of extended school services:

Teacher recommendation based upon classroom observation and anecdotal records or parent recommendation;

Academic performance based upon analysis of student work and formal and informal measurements of progress; or

Behavioral and developmental progress as documented in formal and informal assessments and reports.

Selection for Supplemental Educational Services

Selection criteria for the extended school services program shall be in compliance with applicable procedure.

Notification to Parents of Supplemental Educational Services

The District shall work to ensure that parents have comprehensive, easy-to-understand information about supplemental educational services. At least annually, the District must provide notice to the parent(s) of each eligible student regarding the availability of supplemental educational services. The notice must include the following:

- Identify each approved service provider within the District, in its general geographic location, or accessible through technology such as distance learning.
- Describe the services, qualifications and evidence of effectiveness for each provider.
- Describe the procedures and timelines that parents must follow in selecting a provider to serve their child.
- Be easily understandable; in a uniform format, including alternate formats, upon request; and, the extent practicable, in a language the parents can understand.

If the District anticipated that it will not have sufficient funds to serve all students eligible to receive services, it should also include in the notice, information on how it will set priorities in order to determine which eligible students do receive services.

Student Progress

The District and supplemental education provider, after consultation with the student's parent(s), must agree to a schedule for informing parents and the student's teacher(s) about the student's progress. The intent of this requirement is to ensure that students are improving their academic achievement and that instructional goals are being met.

Legal Reference: Title I, Section 1116(e)

Other Reference: No Child Left Behind Act Resource Documents, NSBA Council of School Attorneys, November 2003

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2390

Limited English Proficiency Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students, so they can attain academic success. Students that have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction.

The Superintendent or his/her designee shall implement and supervise an LEP program which ensures appropriate LEP instruction and complies with applicable laws and regulations.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.
4. Classroom accommodations.
5. Grading policies.
6. List of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District, upon proof of residency and other legal requirements. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the District.

Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

The LEP program shall be designed to provide instruction which meets each student's individual needs based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content-area support shall be provided while the student is learning English, to assure achievement of academic standards.

The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

A student may be excluded from requirements to participate in Idaho's direct writing assessment and in Idaho's direct mathematics assessment if the following requirements are met:

1. The student has not been enrolled for two (2) full school years in an elementary school or secondary school in the United States.
2. The student scores less than a level four (4) on the state assessment used to determine English language proficiency
3. If the parent or guardian of the student and the student's teacher agree that such an assessment exclusion is educationally appropriate for the student.

At the beginning of each school year the District shall notify parents of students qualifying for LEP programs about the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Whenever possible, communications with parents shall be in the language understood by the parents.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Legal Reference: Title VI, Civil Rights Act of 1964
Equal Education Opportunities Act as an amendment to the Education
Amendments of 1974 Bilingual Education Act
20 U.S.C. §§ 7401, et seq., as amended by the English Language Acquisition,
Language Enhancement, and Academic Achievement Act
Title III, §§ 3001-3304 of HRI, No Child Left Behind Act of 2001, P.L. 107-
110
I.C. § 33-1618 Assessment Exception

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2395

Idaho Digital Learning Academy Classes

The Idaho Digital Learning Academy (IDLA) is a legislatively created virtual school created to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. IDLA offers educational opportunities that meet students' changing needs and grant the student flexibility of learning anytime, any place and at a pace that meets their individual learning styles.

The District will use IDLA classes to supplement its curriculum and to provide remedial academic support.

Site Coordinator

The District will provide an individual, employed by the District, as a Site Coordinator. The Site Coordinator is to regularly motivate and monitor the progress of the student. The role of the Site Coordinator is to:

- A. Advise the student on appropriate courses for registration.
- B. Ensure that the student is completing work on a timely basis, including checking grades online very three weeks.
- C. Proctor the final exam.
- D. Facilitate communications with the student's parent/guardian regarding course progress and the IDLA instructor.

Additionally, the Site Coordinator is a contact for the IDLA instructor and IDLA staff. A Site Coordinator shall be assigned to each building, or in the alternative, each District. Anyone selected as a District Site Coordinator shall successfully complete the IDLA online Site Coordinator Course. The cost of the IDLA online Site Coordinator Course shall be paid by the District.

Student and Course Selection

District administrators, counselors and teachers will identify those students who will benefit from IDLA classes.

At the discretion of the Principal or designee, students may be selected to take IDLA courses who:

- A. Need to make up credits in order to graduate on schedule;
- B. Are eligible for hospital or homebound programs;
- C. Are interested in advanced placement or dual credit courses;
- D. Want to supplement their curriculum by taking course(s) not offered at their school;

- E. Have scheduling conflicts;
- F. Want to accelerate their academic program by taking additional courses to facilitate early graduation;
- G. Are excused from being physically present on the campus of their school of record for an extended period of time.

Students may be denied the privilege of IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

The parent, student and principal or designee must confer and agree that course(s) selected is (are) academically and developmentally appropriate for the student and that all prerequisites as determined by the student's school of record have been completed before registration in an IDLA course.

Ethical Conduct

Any student attending classes through IDLA shall adhere to the District's Acceptable Use policies 3270 and 3270P and any acceptable use policy implemented by IDLA. Additionally, the student and the student's parent/guardian shall agree to abide by the Acceptable Use form 3270F prior to IDLA classes beginning.

In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District. The District shall take any disciplinary measures necessary as provided in District policy.

Tuition / Fees

The District may abide by the IDLA Fees Policy Statement provided by IDLA. The District shall pay the IDLA cost associated with students who take IDLA classes as part of their normal school day. The District will pay the tuition and registration fees for eligible students.

If the student is enrolled in six or more credits or sufficient classes to qualify as fulltime in the home high school, the student is responsible for all tuition and registration fees for IDLA courses taken outside the school day to be paid to IDLA.

Grading

IDLA provides a percentage grade to the local school districts. The district transcribes the credit. The grade received from any IDLA class will be averaged into the student's GPA. The student will be granted high school credit when earned through the IDLA. Grade percentages in courses shall be based on such criteria as mastery of the subject, demonstrated, competency, and meeting the standards set for each course.

Advanced Placement Designation on Transcript

If a student of the district takes an IDLA class, the district will specify on the student's transcript that the advanced placement course was taken through IDLA. The purpose for this is to ensure that the student's transcript reflects an approved provider of the advanced placement course, such as IDLA.

For all other requirements regarding IDLA, please refer to the Idaho Digital Learning Academy current year Fees Policy Statement.

Policy Note: Some information to develop this policy was provided by the Idaho Digital Learning Academy.

Legal References: I.C. 33-5502 Creation_Legislative Findings-Goal
I.C. 33-5505 Definitions
Paulson v. Minidoka School District No. 331, 93 Idaho 469, 470(1970)

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

Revised on: October 8, 2008

Revised on: August 11, 2009

West Bonner County School District

INSTRUCTION

2410

Section 504 of the Rehabilitation Act of 1973

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.

Legal Reference: 29 U.S.C. § 794 Rehabilitation Act of 1973, Section 504
34 C.F.R. 104.36

Procedure History:

Adopted on: March 14, 2007

Revised on:

Section 504 of the Rehabilitation Act of 1973 ("Section 504")

- (1) Impartial Due Process Hearing. If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagree with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set forth herein.
- a. The District shall provide written notice to the parent or legal guardian of a Section 504 student prior to initiating an evaluation of the child and/or determining the appropriate educational placement of the child, including special instruction and/or related services;
 - b. Upon request, the parent or legal guardian of the student shall be allowed to examine all relevant records relating to the child's education and the district's identification, evaluation and/or placement decision;
 - c. The parent or legal guardian of the student may make a request in writing for an impartial due process hearing. The written request for an impartial due process hearing shall identify with specificity the areas in which the parent or legal guardian are in disagreement with the District;
 - d. Upon receipt of a written request for an impartial due process hearing, a copy of the written request shall be forwarded to all interested parties within three (3) business days of receipt of the same;
 - e. Within ten (10) days of receipt of a written request for an impartial due process hearing, the district shall select and appoint an impartial hearing officer that has no professional or personal interest in the matter. In that regard, the District may select a hearing officer from the list of special education hearing examiners available at the Office of Public Instruction, the county superintendent or any other person that would conduct the hearing in an impartial and fair manner;
 - f. Once the District has selected an impartial hearing officer, the District shall provide the parent or legal guardian and all other interested parties with notice of the person selected;
 - g. Within five (5) days of the District's selection of a hearing officer, a pre-hearing conference shall be scheduled to set a date and time for a hearing, identify the issues to be heard and stipulate to undisputed facts to narrow the contested factual issues;

- h. The hearing officer shall in writing notify all parties of the date, time and location of the due process hearing;
- i. At anytime prior to the hearing, the parties may mutual agree to submit the matter to mediation. A mediator may be selected from the Office of Public Instruction's list of trained mediators.
- j. At the hearing, the District and the parent or legal guardian may be represented by counsel;
- k. The hearing shall be conducted in an informal but orderly manner. Either party may request that the hearing be recorded. Should either party request that the hearing be recorded, it shall be recorded using either appropriately equipped or a court-reporter. The District shall be allowed to present its case first. Thereafter the parent or legal guardian shall be allowed to present its case. Witnesses may be called to testify and documentary evidence may be admitted, however, witnesses will not be subject to cross-examination and the Idaho Rules of Evidence will not apply. The hearing officer shall make all decisions relating the relevancy of all evidence intended to be presented by the parties. Once all evidence has been received the hearing officer shall close the hearing. The hearing officer may request that both parties submit proposed findings of fact, conclusions and decision;
- l. Within twenty (20) days of the hearing, the hearing examiner should issue a written report of his/her decision to the parties;
- m. Appeals may be taken as provided by law. The parent or legal guardian may contact the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204-3582, (303) 844-5695 or 5696.

(2) Uniform Grievance Procedure. If a parent or legal guardian of the student allege that the District and/or any employee of the District has engaged in discrimination or harassment of the student, the parent or legal guardian will be required to proceed through the District's Uniform Grievance Procedure.

Legal Reference: 34 C.F.R. 104.36 Procedural safeguards

Procedure History:

Promulgated on: March 14, 2007

Revised on:

INSTRUCTION

Civil Rights Grievance Procedure

Grievances by employees, students or other persons alleging illegal discrimination by this district or any of its employees in any of the district's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed as follows:

Filing a Civil Rights Grievance Complaint

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any verbal complaints received by this district will be recorded by the district in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

Investigation and Report

The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the superintendent or designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation will include, but not be limited to, interviews with the complainant and school district personnel.

If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the designee of the superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed on page two of this policy.

Remedy if Discrimination is Found

If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take immediate steps to remedy such discrimination. The superintendent will provide the complainant with a written report of the findings and proposed remedy, if any. The superintendent will report the investigation findings and proposed remedy, if any, to the board at the next special or regular meeting.

Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:
Idaho Human Rights Commission, 1109 Main Street, Boise, ID 83720-0040
U.S. Department of Justice, Washington D.C. 20530
Office for Civil Rights, U.S. Department of Education, 915 2nd Avenue, Room 3310,
Seattle, WA 98174-1099

Employment complaints may be filed with the Equal Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

No Retaliatory Action

No individual who has filed a complaint, testified, assisted or participated in any matter in the investigation or a complaint will be intimidated, coerced or otherwise discriminated against.

Retention of Records

All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years.

Employee Actions

All employees of the district will be responsible for acting in accordance with this policy.

Legal References: Americans with Disabilities Act 42 USC 12101
Section 504 of the Rehabilitation Act 29 USC 794
Title IX Education Amendments of 1972 20 USC Sec 1681(a)

Policy History:

Adopted On: March 12, 2008

Revised On:

INSTRUCTION

Title I Parent Involvement

Statement of Purpose

The board is committed to providing quality education for every child in our school district. The positive effect of quality parent involvement has clearly been shown as a major factor in student achievement. Parents play an extremely important role as the children's first teachers, and parental support for their child and for the school is critical to the success of students at every step along the educational program. Therefore, the district endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible students in all aspects of the program. In this policy the term "parent" shall include guardians and other family members involved in supervising the child's school activities.

The district recognizes that some students may need the extra assistance available through Title I programs to reach grade level school, district and state academic goals. The West Bonner County School District Title I program will make very systematic and meaningful efforts to involve parents in all aspects of its Title I program.

Pursuant to federal law the district will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

Parent Involvement in Policy Development

A district Title I Advisory Committee shall be formed to administer the development and monitoring of district's Title 1 Parent Involvement Policy. This committee shall consist of Title I staff members, one parent representative from each school served by Title I, a school administrator, and the district Title I Director. Special attention should be given to recruiting parent representatives from parents who have children in the Title I program. This committee shall meet at least once each year to review the parent involvement policy, review input and results from Title I school sites, and to make recommendations for any changes needed to improve parent involvement in the district's Title I program.

Meeting for Title I Parents

Each Title I school will hold at least one Title 1 parent meeting each year for the specific purpose of providing parents with information on the district and individual school's Title I Parent Involvement Policy, and encouraging parent input and involvement in the Title I process.

Parents shall also be afforded an opportunity to participate in the design, development, operation, and evaluation of the Title I program. During this meeting parental input concerning the overall effectiveness of the district's Title I program, and its efforts to promote parental involvement and education, shall be gathered by representatives of the district's Title I Advisory Committee.

Additional meetings shall be held at various times of the day for parents of children participating in the Title I program. Parents shall be sent written notices concerning the date, time and purpose for each scheduled Title I parent meeting held throughout the year. These meetings shall be used to provide parents with:

1. Information concerning programs provided under Title I;
2. Description and explanation of the Title I curriculum used, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, when and as appropriate, in decisions relating to the education of their children;
4. Opportunities to have parent comments they want heard at the district level;
5. Opportunities to gain information and knowledge on parenting skills;
6. And request for parent representatives to serve on the district Title I Advisory Committee.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment for food, child care, parent training materials, etc.

School/Parent Compact

According to Title I regulations, each Title I school must share responsibility with parents for the performance of Title I students by developing a school/parent compact jointly with the parents of children participating in the program. This compact must clearly outline how parents, staff, and students will share the responsibility for promoting high student achievement. Parents on each school will be involved in designing and reviewing these documents. Student responsibilities may vary according to the grade levels served by Title I.

The School/Parent Compact shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables children in the Title I program to meet the state's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Parents of students served by the Title I program are to receive the School/Parent Compact at the beginning of each school year, or when notified when their child qualifies for Title I services. Parents are urged to read the compact, call the school if they need more information or questions answered, discuss the compact with the child before they sign or have their child sign the compact. All compacts are to be returned to the school's Title I program staff or school office as soon as possible, and must be retained on record for a minimum of five years.

Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. The district values both the at-home contributions, as well as those which take place at school and in the community. Reading to children at home and/or talking with them at family meals about appropriate and educationally-related topics are as important as volunteering at school and/or serving on an advisory committee. Many types of parental involvement are needed in a school-home-community partnership that will help children be more successful.

Matching Programs to the Needs of Our Community and District

Each year, the district Title I Advisory Committee will assess the needs of parents and children in this community, through a variety of measures including, but not limited to, questionnaires sent home to parents. The Title I Advisory Committee will use this information to assist in determining the needs within our district for parent involvement and education. Workshops and other programs will be made available to match the expressed needs of Title I parents and/or their children. Parents may call the District Office or their local school office at any time to express an interest in a particular type of workshop or to make suggestions.

Title I School and Parent Communication

Communication with parents will include Title I information distributed during the school year. There will also be notices and activity packets sent home with children, phone calls, conferences, and home visits as needed. Parents are encouraged to take the initiative in calling their child's teacher, Title I teachers, or the school office when they

are concerned about a problem, or have questions concerning their child's education or the Title I parent involvement program.

Evaluation

The district Title I Director, and Title I staff, will be responsible for compiling an annual evaluation of the content and effectiveness of the Title I Parent Involvement program. Parents will be asked for their input either at a school meeting or by soliciting their input through other formal means such as a school survey. This information gathered from parents will be used in the annual district evaluation of their current Title I Parent Involvement program. Information concerning the amount and types of parent involvement, barriers to parental participation, suggestions for improvement of the program, etc. shall be included in this review process.

District Commitment

The Board of Directors of the West Bonner County School District No. 83 has approved this commitment to involvement of parent representatives. The Title I Parent Involvement Policy is to be coordinated by the district Title I Director and all Title I teachers, and promoted by all building administrators and staff.

Legal References: Title I Elementary and Secondary Education Act of 1965, 20 USC 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205 and 212
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, 1118

Policy History:

Adopted On: March 14, 2007

Revised On: March 16, 2011

West Bonner County School District

INSTRUCTION

2440

Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through the following means.

Virtual/Online Courses

Students in grades 7-12 may register with agencies approved by the State Department of Education, such as the Idaho Digital Learning Academy upon recommendation from the school counselor or administrator. Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The principal, with agreement from the student's teachers and parents/guardians, determined the student requires a differentiated or accelerated learning environment;
6. Unless otherwise approved by the principal/designee, students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.
7. The school must receive an official record of the final grade before credits earned for coursework completed through virtual or online instruction will be recognized.

As determined by school policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the principal/designee shall be obtained before a student enrolls in a virtual course.

Correspondence Courses

The District will permit a student to enroll in an approved correspondence course from an institution approved by the State Department of Education, in order that such a student may include a greater variety of learning experiences within the student's educational program.

High school students may earn, through correspondence, units of academic credit to be applied toward graduation requirements.

Only courses offered by institutions recognized by the Board will be accepted. The express approval of the Principal shall be obtained before the course is taken.

Credit for correspondence courses may be granted provided the following requirements are met:

1. prior permission has been granted by the principal; and
2. the program fits the education plan submitted by the regularly enrolled student;

An official record of the final grade must be received by the school before a diploma may be issued to the student.

Cross Reference: 2700 & 2700P
3030

High School Graduation Requirements
Dual Enrollment

Legal Reference: I.C. §33-5501, et seq.

Idaho Digital Learning Academy

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2450

Contracted Student Services

The Board of Trustees hereby delegates to the building principals the authority to enter into agreements for student services but requires district approval of such contracts. The reason for District approval is District Administration has no control over excess spending if contracts are signed at the building level without the District's approval.

Special Education

It is the intent of the District to provide services required by student's Individualized Educational Programs (IEPs) and develop resources within the district to eliminate the need for outside sources for special education courses.

Supplemental Education Services

Adequate Yearly Progress (AYP) is the measure of the necessary annual improvement made by a school as evaluated by the State academic assessment. When students attending schools that have not made AYP for three consecutive years, eligible students will be provided supplemental services to increase academic achievement. The supplemental services may include tutoring, remediation, and other educational interventions and are provided outside of the regular school day. If sufficient funds are not available to serve all eligible children, the school district will give priority to the lowest achieving eligible students.

Policy History:

Adopted on: October 8, 2008

Revised on:

West Bonner County School District

INSTRUCTION

2500

Library Materials

Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and to exclude therefrom all books, tracts, papers and catechisms of a sectarian nature. School library and classroom library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents or parents/guardians of non-resident students attending the District may be allowed use of library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

The District will not allow books, tracts, papers or catechisms of a sectarian nature in the library.

Any individual may challenge the selection of materials for the library/media center. The Uniform Grievance Procedure shall be utilized to determine if the challenged material is properly located in the library.

Cross Reference: 2530
4120

Learning Materials Review
Uniform Grievance Procedure

Legal Reference: I.C. § 33-512

Governance of schools

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2510

Selection of Library Materials

The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights, endorsed by the American Association of School Librarians in 1969.

With input from the Principal and Librarian, the Superintendent is responsible for selection of library materials. Ultimate responsibility for the selection of library materials rests with the Board.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2510P

Selection of Library Materials

The selection of library materials is a professional task conducted by the library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids.

Weeding

When materials no longer meet the criteria for selection, they shall be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

Discarded materials will be clearly stamped:

“WITHDRAWAL FROM WEST BONNER COUNTY PUBLIC SCHOOL LIBRARY”

Materials will be discarded in compliance with I.C. § 33-601. The Board may sell materials with an estimated value of less than \$1,000, without appraisal, by sealed bid or at auction if there is at least one published advertisement prior to such sale. If the Board, by unanimous vote of those members present, finds that the materials have an estimated value of less than \$500.00 and is of insufficient value to defray the costs of arranging a sale, the materials may be disposed of in the most cost-effective and expedient manner by an employee with such authority.

Gifts

Gift materials may be accepted with the understanding that they must meet criteria set for book selection.

Legal Reference: I.C. § 33-601 Real and Personal Property – Acquisition, Use or Disposal of the Same.

Procedure History:

Promulgated on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2520

Curricular Materials

The term “curricular materials” is defined as “textbook, instructional media, including software, audio/visual media and internet resources.”

The Board is legally responsible to approve and to provide the necessary curricular materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

The Board may adopt a curricular materials adoption committee for the purpose of advising the Board on selection of curricular materials for use within the District that are not covered by the state curriculum materials committee. At least one-fourth (1/4) of this committee must be comprised of persons other than public educators and trustees. All meetings of the committee shall be held in open session and be duly noticed.

Curricular materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all curricular materials.

Any person may submit oral or written objections to any curricular materials under consideration.

A complete and cataloged library of all curricular materials and all electronically available curricular materials adopted in the immediate preceding three (3) years shall be maintained at the state department of education.

Cross Reference: 2530

Learning Materials Review

Legal Reference: I.C. § 33-118A
I.C. § 33-512A

Curricular materials – Adoption procedures
District curricular materials adoption committees

IDAPA 08.02.03.112 Curricular Materials Selection

Policy History:

Adopted on: March 14, 2007

Revised on: October 8, 2008

West Bonner County School District

INSTRUCTION

2540

Selection, Adoption and Removal of Curricular Materials

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials for consideration by the Board for curricular materials that are not covered by the state curriculum materials committee. Recommendations will be made to the Superintendent, with a final decision being made by the Board. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established district goals and objectives.

Selection and Adoption

The curricular materials adoption committee should develop, prior to selection, a set of selection criteria against which curricular materials will be evaluated. The criteria should include the following along with other appropriate criteria. Curricular materials shall:

- be congruent with identified instructional objectives;
- present more than one viewpoint on controversial issues;
- present minorities realistically;
- present non-stereotypic models;
- facilitate the sharing of cultural differences;
- be priced appropriately.

Removal

Curricular materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process.

Procedure History:

Promulgated on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2550

Field Trips, Excursions and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Requests for approval of field trips must be submitted to the principal at least thirty (30) days in advance of the field trip. The proposal must be on the "Field Trip Request Form", identifying the purpose of the field trip and its educational value to students. The principal may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

All students must return permission slips for the field trip, signed by the parent/guardian before they will be allowed to participate in the field trip. The teacher will retain the permission slips until the end of the school year. Alternate lesson plans must be available for those students not participating in the field trip.

Private automobiles will not be used for any field trip.

EXTENDED FIELD TRIPS

Requests for extended trips will be made to the building principal and should have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the request to the Board. The Board will render the final decision on extended trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the administration.

Extended trips by students attending this district must be consistent with and reflect district curriculum guide. Trips should provide a valuable educational learning experience.

Extended trips should be scheduled after regular school hours, on weekends, or during vacations whenever possible.

Guidelines for tours, excursions and overnight trips

1. The proposal must be on the “Extended Field Trip Request Form” and must have strong support from the building principal, teachers, parent/guardian, and students.
2. The request must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperones, teachers and students.
3. A total number of school days missed must be included in the written proposal. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. Proposals for extended trips will include financial information, including the cost to the class, club, department or organization, and the projected cost to the school district and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.
5. The specific proposal will include the names and numbers of students, names of chaperones, the itineraries, and a breakdown of the estimated cost.
6. Following an extended trip the instructor will prepare and present a summary and evaluation of the trip to the board.

Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to school-sponsored activity must be followed.

1. Proposals will include student recognition and affirmative support of all district policy and rules contained in the school handbook.
2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

Chaperones

The proposal must include the names and numbers of chaperones, include both male and female chaperones if the proposal is for a mixed group of students.

District employees serving as chaperones and developing the proposal for the extended trip will perform the following duties:

1. Hold a pre-trip meeting with students and parent/guardian.
2. Provide detailed written information about the activities of the trip.

3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following curfew requirements.
6. Make periodic checks to insure strict compliance with all school rules.
7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.
8. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2560

Contests for Students

Contests may be made available to students by outside organizations through the schools, subject to certain limitations. The Administrator shall determine that the contest is not in conflict with nor will it diminish the primary educational aims of the schools and that it meets the needs and interests of students.

The schools shall confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and activities of the National Association of Secondary School Principals.

A state or local contest in which students participate shall be:

1. One that supplements and does not interfere with the regular school program.
2. One that is beneficial to youth in education, civic, social or ethical development.
3. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
4. One whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship and intellectual competence.
5. One from which no contestant shall be excluded because of race, color, creed, sex or payment of entry fee.
6. One which does not place an undue burden on students, teachers or the school, nor requires frequent or lengthy absence of participants from the school.
7. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered. The contest or activity must not be used as a "front" for advertising a company name or product.

Contests will not be allowed unless they further the educational goals of the District.

Policy History:

Adopted on: March 14, 2007

Revised on

West Bonner County School District

INSTRUCTION

2600

Promotion/Retention

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention or promotion was a parent decision and not recommended by the school.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2620

Grading and Progress Reports

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The Board directs the Superintendent to establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility. Staff members, parents and teachers shall be involved.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2625

Parent-Teacher Conferences

Parent-Teacher Conferences have been adopted by the District as a means of reporting student progress to parents in K - 12 grades. These conferences are to serve as a two-way method of face-to-face communication for the benefit of the child. They should not necessarily be confined to reporting, but may be planned for any occasion that will be helpful to the teacher, the child and the parent(s). They should afford an opportunity for sharing information and views designed to promote the welfare of the child.

Schedule for conferences, the number of conferences and general details shall be worked out to meet the needs of the parents, teachers, and students.

Policy History:

Adopted on: March 14, 2007

Revised on:

West Bonner County School District

INSTRUCTION

2630

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students; and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Policy History:

Adopted on: March 14, 2007

Revised on:

High School Graduation Requirements

The board shall award a regular high school diploma to every student who meets the requirements for graduation established by state law and the specific requirements of this District. As a part of registering for high school, students will be provided a copy of the current graduation requirements and these requirements will also be included in the student handbook.

Learning Plan. Students will maintain a parent-approved student learning plan for their high school and post-high school options. The learning plan will be developed in 8th grade by students and parents or guardians with advice and recommendation from school personnel. It will be reviewed annually and may be revised at any time. The purpose of a parent-approved student learning plan is to outline a course of study and learning activities for students to become contributing members of society. The learning plan outlines a student's program of study, which should include a rigorous academic core and a related sequence of electives in academic, professional-technical education (PTE), or humanities aligned with the student's post graduation goals. A good-faith effort will be made to notify the parent/guardian of the student's learning plan. A learning plan will not be required if the parent/guardian requests, in writing, that no learning plan be developed.

Proficiency. Beginning with the class of 2009, each student must achieve a proficient or advanced score on the Grade 10 Idaho Standards Achievement Test (ISAT) in math, reading and language usage in order to graduate. For all public school students who enter high school at the 9th grade level in the Fall 2009 or later, each student must also achieve a proficient or advanced score on the science portion of the ISAT in order to graduate. A student who does not attain at least a proficient score prior to graduation may appeal to the school district in accordance with Policy 2710 and may be given an opportunity to demonstrate proficiency of the content standards through some other locally established mechanism. All locally established mechanisms used to demonstrate proficiency will be forwarded to the State Board of Education for review and information. Alternate mechanisms must be re-submitted to the Board when changes are made in their plans. Before entering an alternate measure students must be:

- a. Enrolled in a special education program and have an Individual Education Plan (IEP)
- b. Enrolled in a Limited English Proficient Program (LEP) for three (3) academic years or less; or
- c. Enrolled in the fall semester of the senior year.

A student is not required to achieve a proficient or advanced score on the ISAT if the student received a proficient or advanced score on an exit exam from another state that requires a standards-based exam for graduation. The state's exit exam must be approved by the State Board of Education and must measure skills at the tenth grade level and be in comparable subject areas to the ISAT.

Students shall be expected to earn a total of 56 credits to graduate beginning with the class of 2008. All credit-bearing classes must be aligned with the state high school standards in the content areas for which standards exist. The district will follow state guidelines for students who have or are attending the district's alternative high school, and for credit conversions for transfer students from other credit systems.

Credit Requirements:

* Note: There are additional requirements for students who enter 9th grade in the fall of 2009 or later.

Subject Area:

Credits Required:

Secondary Language Arts and Communication. Nine (9) semester credits are required that include eight (8) semester credits of instruction in Language Arts. Each year shall consist of language study, composition, and literature; including one (1) semester credit of instruction in communications consisting of oral communication and technological applications that includes a course in speech, a course in debate,

English

9

Mathematics

4 / 6*

Four (4) semester credits are required. Secondary mathematics includes Applied Mathematics, Business Mathematics, Algebra, Geometry, Integrated Math, Algebra II, Pre-Calculus, Calculus, and courses in mathematical problem solving and reasoning (or other related courses that meet the same mathematics state standards as approved by the school board).

**For all students who enter high school at the 9th grade level in fall 2009 or later, six (6) semester credits are required. For such students, secondary mathematics includes instruction in the following areas:*

- a. Two (2) semester credits of Algebra I or courses that meet Algebra I standards as approved by the State Department of Education.*
- b. Two (2) semester credits of Geometry or courses that meet Geometry standards as approved by the State Department of Education; and*
- c. Two (2) semester credits of mathematics of the student's choice.*
- d. Two (2) semester credits of the required six (6) semester credits of mathematics must be taken in the last year of high school.*

If a student completes any required high school course with a grade of C or higher before entering grade nine (9), and if that course meets the same standards that are required in high school, then the student has met the high school content area requirements for such course. That course can be placed on the high school transcript, however the student must still complete the required four (4) or six (6) credits of high school math in addition to the courses completed in middle school.

Science

(2/4credits of Lab Science)

4 / 6*

(Earth Science, Biology, Forestry, Adv Forestry, Human Anatomy and Physiology, Biology II, Wildlife Biology, Chemistry, Physics, Intro to Chemistry, Intro to Physics, Biology A & Biology B.)

Social Studies

7

Six (7) semester credits are required, including Government (2 semester credits), Modern United States History (2 semester credits), Early United States History (2 semester credit), and Marketing/Economics (1 semester credit).

**For all students who enter high school at the 9th grade level in fall of 2009 or later, two (2) semester credits of Early United States History will be required instead of one.*

Current world affairs and geography will be integrated into all social studies instruction. Courses such as geography, sociology, world affairs, and world history may be offered as electives, but are not to be counted as a social studies requirement.

Health/Wellness.

1

One (1) semester credit is required. Course must focus on positive health habits.

Humanities

2

(Art Classes, Music Classes, and all foreign languages, Academic Decathlon, Publications II/Video Production, Literature of Genre/Drama, and Introduction to Genre/Drama,)

Physical Education

2

(PE I and II and Advanced Fitness and Conditioning)

Professional Technical Education

2

(All Business Education Courses excluding yearbook, All Family and Consumer Science courses, Certified Nurses Assistant, All Technology Education courses)

Advisory. Effective for all students who enter high school at the 9th grade level in Fall 2009, (1 ½) Advisory credits must be completed by the end of grade twelve (12) as part of the requirements for graduation.

Effective for all students who enter high school at the 9th grade level in Fall 2010 or later, Two (2) Advisory credits must be completed by the end of grade twelve (12) as part of the requirements for graduation.

Advisory credit counts as elective credit for graduation.

** If a student transfers into the district after first semester of their 9th grade year, they must complete a half (1/2) credit per year (or ¼ credit per semester) of Advisory as a district graduation requirement, and also as a means of preparation for their Senior Project portfolio.*

Electives (this list is not all-inclusive)

26 / 21*

1. Professional Technical Education (PTE)
2. Fine and Visual Arts

3. Humanities
4. Physical Education (fitness)
5. Family and Consumer Sciences
6. Languages other than English
7. ISAT Remediation
8. Reading Internship (principal approval required if repeated for credit)
9. Student Aide (2 credits maximum)

**For all students entering high school at the 9th grade level in the fall of 2009 or later, (20) elective semester credits are required in addition to the core credit requirements.*

**For all students entering high school at the 9th grade level in the fall of 2010 or later, (19) elective semester credits are required in addition to the core credit requirements.*

TOTAL

56

(Elective credit includes but is not limited to any additional courses in a particular subject area beyond the number of required credits)

Additional guidelines:

Senior Project. Effective for all students who enter high school at the 9th grade level in Fall 2009 or later – a student must also complete a senior project by the end of grade twelve (12) as part of the requirements for graduation. The project will include a written report and oral presentation.

College Entrance Examination. Effective for all students who enter high school at the 9th grade level in Fall 2009 or later – a student must take one (1) of the following college entrance examinations before the end of the student’s eleventh grade year: COMPASS, ACT or SAT. Scores must be included in the 4-year learning plan.

Advanced Opportunities. Effective July 1, 2008, Advanced Opportunities shall be provided for students to complete dual credit and/or advance placement courses. Credits toward graduation requirements may not be counted more than once for meeting the minimum requirements unless otherwise specified in the Course Description Handbook and approved by administration.

- Students may only take a maximum of 4 elective credits in Physical Education.
- All High School Students are required to have a 4-year learning plan with parent signature. The learning plan outlines a student’s program of study, which should include a rigorous academic core and a related sequence of electives in academic, professional-technical education (PTE), or humanities aligned with the student’s post graduation goals.
- Graduating Class after 2013 must take the Compass Test, ACT Test, or SAT Test during their Junior Year of H.S. – (scores must be posted in their 4-year learning plan)
- Graduating Class after 2013 must complete a Senior Project.

In addition to these requirements, the superintendent or designee shall determine which courses satisfy subject area requirements and whether a particular course may satisfy more than one subject area requirement.

Students who transfer to our district during their high school years will have their records reviewed, and recommendations will be made by the principal to the district superintendent. All recommendations for graduation may be reviewed by the board of trustees.

As a further condition of graduation, and as a condition of issuance of a diploma or transcripts, all indebtedness incurred by a person when he/she was a student must be paid. Furthermore, all books or other instructional material, uniforms, athletic equipment, or other personal property of the school district provided to the person when he/she was a student must be returned. The payment of fees may be waived upon adequate showing of financial need or other emergency. Outstanding fees will not cause a delay in transferring school records to another school district or prevent a student from enrolling in any other school.

Students may be denied participation in graduation ceremonies as a corrective action for violation of school rules. Such exclusion shall be regarded as a school suspension. In such instances, the diploma shall be granted.

Acceptance of Transferring Students

Public School Students

Students transferring from public schools outside this district will receive credit toward high school graduation for those classes taken at the previous public school as provided by official school records.

Nonpublic School Students

Students transferring from nonpublic schools, including parochial and home study, will receive credit toward high school graduation for courses taken at the nonpublic school as follows:

1. If the nonpublic school is accredited by the Idaho State Board of Education or other regional accreditation agency, the student will receive credit as awarded by the nonpublic school for all non-secular courses.
2. If the nonpublic school is not accredited, the student's official transcript and description of course content will be evaluated by the school district. The student will receive credit as follows:
 - a. Credit awarded by the nonpublic school for courses determined by the building principal as consistent in content with approved State Board of Education curriculum guides.
 - b. Credit for other courses as determined by the school district.
3. The school district may assess a student's knowledge of the subject matter by requiring he/she pass a comprehensive examination and/or other demonstration of competency.
4. A student transferring from a nonpublic school may receive credit by examination for no more than one-half (1/2) of the total credits required for graduation and for no more than one-half (1/2) of the core credits required for graduation by this district.
5. Students transferring from parochial schools will, in no case, receive more than one-half (1/2) credit per semester credit awarded by the parochial school for courses in Old Testament/Bible Literature and New Testament/Bible History.

Credit by Examination

A student may receive credit toward high school graduation by passing an examination which assesses the student's knowledge of a given subject. The examinations must be approved and administered by the school district, and must cover the content included in a regular secondary education course on the subject. The student passing such examination will not be required to attend the regular school course in which the subject is taught.

A student may receive credit by examination for no more than one-half (1/2) of the total credits required for graduation and for no more than one-half (1/2) of the core credits required for graduation by this district.

Credit Recovery

A student may receive credit toward H.S. graduation by passing a course and final exam which assesses the student's knowledge in a given subject area. Only previously failed courses will qualify for credit recovery. The district will utilize an accredited or aligned curriculum program or provider to deliver credit recovery courses. The course must cover content equivalent to the regular course offered at the H.S.

Cross Reference: Policy 2710 Alternative Measure to the Idaho Standards Achievement Tests
Priest River Lamanna High Student Handbook

Legal Reference: IDAPA 08.02.03.105 Graduation From High School
IDAPA 08.02.03.107 High School Graduation Requirements (Effective March 30, 2007)
IDAPA 08.02.01.250.02 Required Attendance

Policy History:

Adopted on: April 9, 2008
Revised on: November 19, 2008
Revised on : October 14, 2009
Revised on: August 11, 2010
Revised on: December 15, 2010

West Bonner County School District

INSTRUCTION

2710

Alternative Measure to the Idaho Standards Achievement Tests

Effective with the 2006 graduating class, any student who has not achieved the state-mandated proficiency scores on the reading, mathematics and/or language usage 10th grade Idaho Standards Achievement Tests will continue to be provided with opportunities to retake any ISAT on which they have not received the proficiency score required by the State. These opportunities will be provided to pass these assessments during the approved ISAT testing windows during the remainder of the student's 10th, 11th, and 12th grade years of school.

Students who have not attained these scores will be provided with opportunities for instruction and remediation through the use of a specifically designed curriculum to improve their competence on the testing area they have not passed. This instruction will focus on the 9 curricular strands of the ISAT Test (2 in reading, 5 in mathematics, and 2 in language usage), and be specific to the students area of deficiency. As students progress through a strand they will be given assessments to measure their growth and progress. Successful completion of a specific strand, by passing the assessment with 80% score, will demonstrate proficiency of that specific strand. A student who has successfully completed all strands in the needed subject area may appeal to the West Bonner County School Board for an Alternate Process for Graduation.

The student's appeal must contain documentation that clearly evidences that the student has passed each of the required strands for the subject area at the level equivalent with the 10th grade ISAT score required by the State for graduation.

The Board will review all information supplied by the student requesting consideration under the Alternative Graduation Process, and inform the student, the student's parents/guardians, and the school principal of their decision within 30 days of receiving the request.

Cross Reference: Policy 2700 & 2700P High School Graduation Requirements

Legal Reference: IDAPA 08.02.03.105 Graduation from High School
IDAPA 08.02.03.107 High School Graduation Standards

Procedure History:

Promulgated on: March 14, 2007

Revised on: November 19, 2008

West Bonner County School District

INSTRUCTION

2715

Special Education Alternate Graduation Mechanism

West Bonner County School District will use the Alternate Graduation Mechanism as an alternative for students who have not achieved a proficiency score on the Idaho Standards Achievement Tests (ISAT) as established by the State Board of Education. See attached worksheet.

Procedure History:

Promulgated on:

Revised on:

Participation in Commencement Exercises

Statement of Policy

A student’s right to participate in the commencement exercises of the School District’s graduating class is a privilege. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diploma at that time.

Organization and Content of Commencement Exercises

It is the policy of this district that Class Valedictorians and the Senior Class President are invited to address the other participants and audience at the commencement ceremony. If there is only one Valedictorian, the Salutatorian will also be invited to speak.

1. Valedictorians and Salutatorians are selected after the seventh semester of high school on the basis of their grade point average (GPA) through 7 (seven) semesters. The GPA is calculated on an un-weighted 4.0 scale and carried out to three (3) decimal places. There may be Co-Valedictorians if two or more students have identical GPA’s. To be eligible for either Valedictorian or Salutatorian, students must have completed 2/3 of their credits while attending Priest River Lamanna High School, maintain a cumulative GPA of at least 3.5 and be eligible for an Honors Diploma by completion of at least 22 credits from the Honors Classes listed below:

Honors Band	Honors English	Geometry	Physics
Accounting	Calculus	Physics	Biology II
Pre-Calculus	Algebra II	Chemistry	Computer Repair
Computer Aided Drafting	Foreign Language	Honors U.S. History	Principals of Technology
College Prep Essay Writing	Leadership	Anatomy & Physiology	Advanced Forestry

2. Graduation speakers may deliver a personal address of any nature so long as it is appropriate for the circumstances and not disruptive to the ceremony. The school principal or senior class advisor may establish time periods to limit the length of the student’s presentation. The following statement will be printed on the graduation program for each school district.

“The Board of Trustees for School District Number 83 neither promotes nor endorses any statements made by any person involved in the graduation ceremony. Any communication by

graduation ceremony participants is the private expression of the individual and not intended to represent or reflect the opinions or beliefs of the District, the Board of Trustees, administration, or other students.”

Legal Reference:

United States Constitution-1st Amendment
Art. 9, Sec. 6, Idaho Constitution – Religious Test and Teaching in School
Prohibited
I.C. § 33-1603 Sectarian Instruction Forbidden
I.C. § 33-512 Governance of Schools
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 14, 2007

Revised on:

INSTRUCTION

Early Graduation

Any high school student who completes the number of credits and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition the superintendent and board of trustees to graduate early.

This board will permit early graduation under unusual and unique circumstances for students who would benefit from early graduation. Early graduates may participate in the regular spring commencement ceremony.

The deadline for filing an application for early graduation is November 30 for the first semester and April 15 for the second semester. Except for students enrolled in the Alternative High School Program.

The student is required to complete the early graduation application, stating the calculated number of credits and reason for the application.

The student and parent/guardian will meet with the counselor, who will review the application and counsel the student. The counselor will determine, on the basis of credits earned, whether the student will complete the required number of semester credits and core of instruction prior to the proposed early graduation date.

The counselor will inform the principal of the request and to supply all pertinent information concerning the application. The superintendent, principal, and counselor will determine whether to recommend the approval or denial of the application. The superintendent will submit the recommendation to the board.

Policy History:

Adopted On: March 14, 2007

Revised On:

West Bonner County School District

Request for Early Graduation Form per policy 2730

Please complete this form and submit it to the High School Counselor prior to November 30th or April 15th so we can review your application and submit it for final approval.

Date: _____ Received By: _____

STUDENT TO COMPLETE THIS SECTION

Student Name: _____

Address: _____

Phone: _____ Cell: _____

How many credits have you earned towards graduation? _____
Please attach a current copy of your transcript.

Please explain the reason you are applying for early graduation? (You may attach additional paper if necessary)

Request for early graduation signatures:

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Recommendation for early graduation signatures: **SCHOOL TO COMPLETE**

Counselor: _____ Date: _____

Principal/Asst Prin: _____ Date: _____

Superintendent: _____ Date: _____

Final Approval: BOARD TO COMPLETE

_____ Date: _____

West Bonner County S.D. Board Chairman

INSTRUCTIONInterventions

The board of education recognizes its obligation and duty to provide an appropriate educational program to all young people of the district. The board of education believes that all students should have the opportunity to meet state standards and district graduation requirements. To this end, the board of education directs the superintendent of schools to create a District Intervention Team to support and review the intervention plans developed by each school in the district. Each school is to initiate an intervention plan for those students – except for students who are already being served by an IEP – who are more than one year below their age (or grade) level peers in the district identified core subjects of reading, mathematics, language arts, and technology (starting in 2003-04). Identification of students should be based upon data collected from multiple assessments such as ISAT scores, IRI scores, grade level benchmarks, teacher observation, performance on teacher made tests, etc. School intervention teams define the needs, explore possible intervention strategies, assign intervention tasks to member or staff, approve the plan, and evaluate the results at a follow up conference. Students identified may be placed in classes or programs aimed specifically at improving their academic deficiencies in the core subjects.

Building level intervention teams should be made up of the building principal and/or vice principal, the guidance counselor, the appropriate teacher(s), and parent(s) when appropriate. The District Intervention Team shall be made up of a school psychologist, data interpretation personnel, and the superintendent.

Guiding Principals:

- Early and continual intervention in core subjects
- Continual intervention for students of all ages and grades in core subjects
- Integrate general and special education to meet the needs of low performing students when possible
- District to provide additional resources as recommended by District Intervention Team
- All building intervention plans should be data driven and research based
- Parents should be included in problem identification and solution
- Each school site should develop an intervention plan appropriate for their students using the unique talents of their professional staff

Causes for student deficiencies such as poor attendance, high mobility, or other factors which contribute to academic shortcomings may affect the district's ability to provide a successful program, but it does not affect our responsibility to provide an appropriate intervention program based upon student academic needs in the core subjects.

Policy History:

Adopted On: March 14, 2007

Revised On:

West Bonner County School District

INSTRUCTION

2800

Accreditation

The Board will comply with all accreditation standards established by the State Board of Education. The District uses the Northwest Accreditation Standards for secondary education, serving grades 9-12, as required by law. Accreditation is voluntary for elementary schools, grades K-8.

The District will timely submit an annual accreditation report to the State Board of Education.

Continuous Progress Education

The Board acknowledges its responsibility for developing and implementing a curriculum designed to provide for sequential intellectual and skill development necessary for students to progress on a continuous basis from the elementary through secondary school.

The Superintendent is directed to develop instructional programs that will enable each student to learn at the student's best rate. The instructional program shall strive to provide for:

- Placement of a student at the student's functional level;
- Learning materials and methods of instruction considered to be most appropriate to the student's learning style; and
- Evaluation to determine if the desired student outcomes have been achieved.

Each year, the Superintendent shall determine the degree to which such instructional programs are being developed and implemented. Accomplishment reports submitted annually shall provide the Board with the necessary information to make future program decisions.

Legal Reference: I.C. § 33-119 Accreditation of Secondary Schools – Standards for
Elementary Schools
IDAPA 08.02.02.140 Accreditation

Policy History:

Adopted on: March 14, 2007

Revised on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

STUDENTS

3000

Entrance, Placement and Transfer

Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. 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.

Initial Enrollment

At the time of first admission to any public school within this district, and before attendance, all students must present an immunization certification statement signed by a physician or a physician's representative stating the type, number and dates of immunizations received.

All students attending school in this district are required to have the following immunizations:

1. One (1) dose of Measles, Rubella and Mumps vaccine administered to the student on or after his or her first birthday; and
2. Diphtheria, Tetanus, Pertussis (DTP), Diphtheria, Tetanus (DT Pediatric) and/or Tetanus, Diphtheria (td). Any combination of four (4) or more does of DTP and DT and/or Td vaccine, unless fewer does are medically recommended; and
3. Three (3) or more does of Polio vaccine, unless fewer doses are medically recommended; and
4. For children born after November 22, 1991, three (3) does of Hepatitis B vaccine, unless fewer does are medically recommended.

A statement must be received from a parent/guardian of any student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations. The statement must be provided to the school at the time of first admission and before attendance providing the following information:

1. Name and age of student
2. School attending and grade in which the student is enrolled
3. Type, number and dates of immunizations to be administered
4. Signature of the legal parent/guardian providing the information; and
5. Signature of a physician or physician's representative.

If a student is admitted to school and fails to continue to the schedule of intended immunizations, that student will be excluded from school until documentation is presented setting forth the administration of the required immunization(s).

A student who supplies documentation to the district of one (1) or more of the following conditions is not required to undergo the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above;
2. A signed statement of a licensed physician stating that the student has had Measles or Mumps disease diagnosed by the physician upon personal examination;
3. A signed statement of a licensed physician that the student's life or health would be endangered if any or all the required immunizations are administered; or
4. A signed statement of the parent/guardian setting forth the following information:
 - a. Name of the student; and
 - b. A statement of objection on religious or other grounds.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he 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 (days), the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. *Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request ... shall constitute a misdemeanor.*

If a school in which a student is currently enrolled receives notification by the Department of Law Enforcement of a missing or runaway child report regarding a particular student, the school will flag the record in a manner that whenever a copy of or information regarding the record is requested, the school will be alerted to the fact that the record is that of a missing or runaway child. The school will immediately report any request concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The flag on a student's record will be removed by the school upon notification by the Department of Law Enforcement.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

Placement

The goal of the 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. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Cross Reference: 3125 Education of Homeless Children

Legal Reference: Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School
I.C. § 18-4511 School Duties—Records of Missing Child—Identification
Upon Enrollment—Transfer of Student Records
I.C. § 33-201 School age
I.C. § 33-209 Transfer of Student Records – Duties
I.C. § 39-4801 Immunization required
I.C. § 39-4802 Exemptions

Policy History:

Adopted on: March 12, 2008

Revised on: October 11, 2011

West Bonner County School District

STUDENTS

3005

Student Handbooks

All student handbooks are approved policy of the board and are identified under the above policy number. The complete student handbook for each school is on file at the district administration office and at the respective schools.

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with district policies.

Legal Reference: Idaho Code Section 33-512(6)

Policy History:

Adopted On: March 12, 2008

Revised On:

West Bonner County School District

STUDENTS

3010

Open Enrollment

This is an open enrollment district and tuition will be waived for out-of-district students who attend this district's schools pursuant to the terms of this policy.

Application

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located, therefore, this policy is adopted to allow all in-district and out-of-district patrons to choose among this District's schools under specified conditions.

This district will take no action to prohibit or prevent application by its students to attend school at another district or to attend another school with this district. This district will not provide any form of financial assistance for district students to attend non-district educational opportunities.

Application/Approval Process

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year. The application acceptance period may be waived with the mutual agreement of the West Bonner County School District and the district in which the student's parent or guardian resides or between principals for an in-district transfer. It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

A student currently under suspension or expulsion or may be lawfully denied enrollment in this district or another district is not eligible for open enrollment under this policy.

The superintendent or designee will review and accept or deny the applications considering the needs of the student requesting the transfer, the needs of other students affected by the transfer, the impact on district student/teacher ratios and other aspects of the district educational program.

The Superintendent shall establish a procedure for:

- the method of determining which students are chosen when classroom space is limited;
- notifying parents of the action taken on the open enrollment application;
- the factors which may possibly cause an open enrollment application to be denied; the process for removing a student from a transfer school, including the grounds for removal, parent notification and the appeal process.

Re-enrollment

As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he/she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process.

In situations where class size is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to situations where a student:

- resides in the District and seeks enrollment in another district school under the provisions of the No Child Left Behind Act;
- was previously enrolled at the requested school during the prior year;
- has a brother or sister enrolled at the requested school;
- resides in the attendance area of another District school;
- has parents employed by the District; or
- has unique situation or extraordinary circumstances.

The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff.

This district will notify the applicant within sixty (60) days and, if the request for enrollment in this district or enrollment in another school district is denied. The denial will include a written explanation. The denial of an application for open enrollment is not appealable to the board.

Revocation of a Transfer

Transfer students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove a transfer student at any time. If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of the district. The Board of Trustees may review the Superintendent's decision.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. If a student who is a resident of another district, applies to this district and is accepted under the terms of this policy, and fails to attend shall be ineligible to apply again for open enrollment in this district.

Preventing or Recruiting Potential Open Enrollment Students

The District or its' employees will not take any action to prohibit or prevent application by a students to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including

dismissal.

Transportation

Parent's or guardian's of a student accepted under this open enrollment policy will be responsible for transporting their child or ward. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within the District's boundaries.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this district, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Ineligible Students

If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this district.

Non-resident students and students residing in licensed homes, agencies, or institutions will be received and admitted if the facility is located within the district. However, this provision will not inhibit the board from prescribing non-discriminatory pre-conditions or standards of admission when necessary to protect the health, safety, and welfare of its existing students and/or to protect its educational process.

Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g. Title);
3. Educational programs for children with disabilities and limited English proficiency;

4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent or designee shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Grievance Procedure.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. Their report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference: 2240 Class Size

Legal Reference: I.C. §33-512
 I.C. §33-1401
 I.C. §33-2001
 I.C. §33-1402

Policy History:

Adopted On: March 12, 2008

Revised On:

West Bonner County School District

STUDENTS

3010F

OPEN ENROLLMENT APPLICATION

DATE/TIME RECEIVED: _____

For School Year 20____ - 20____
Grade _____

This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved the State Superintendent of Public Instruction.

NOTE: For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application. The cumulative record may be obtained from the student's current school.

() Out-of-District Application Name of District _____

() In-District Transfer Application

Name of Proposed Receiving School _____

(Some specialized programs are only offered in a limited number of schools, e.g. special education, English Language Learner, etc. Contact _____ District Services Center _____ for further information.)

1. Applicant Student's Name _____

Date of Birth _____

2. School student is presently attending, or would attend if student were in a public school.

Name of School _____

Address of School _____

Present Grade Level of Student _____

3. Has the student ever been suspended or expelled from school or has the student committed a disciplinary violation for which he/she could be suspended or expelled?
Yes _____ No _____

4. Has the student had a history of disciplinary infractions? Yes _____ No _____
If YES, describe the circumstances (including dates and duration) _____

5. Reason(s) for requesting attendance in this school (optional).

6. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.)_____
7. Special and/or unique instructional programs in which the applicant student expects to enroll in at the new school._____
8. Extra-curricular activities in which the applicant wishes to participate_____
9. Transportation arrangements that will be made by the parent/guardian._____
10. Parent/Guardian's Name_____
- Parent/Guardian's Address_____
- Home Phone _____ Work Phone _____
- Message Phone_____ Work Phone _____

I have read the school district procedure on open enrollment, and hereby request that my son/daughter be permitted to attend_____ (Name of Proposed Receiving School)

Parent/guardian's Signature:_____

Misrepresentation of information on this application may result in revocation of the applicant's approval to attend a West Bonner County School District school.

() Approved	() Disapproved	Date_____
Superintendent's or Designee's Signature_____		
Within 60 days following action on the application, copies must be sent to Parents, Building Principal and, for out-of-district applicants, the Superintendent of the home district. If the application is denied, a written explanation for the denial must be attached.		

PRINCIPAL SIGNATURES

_____ **In-District Transfer:** _____ **(Home School)**
 _____ **(Receiving School)**

_____ **Out-of-District Transfer:** _____ **(Receiving School)**

West Bonner County School District

STUDENTS

3010P

Open Enrollment Procedures

A. Submitting the Form

1. Varsity Sport Participation - A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) should review IHSSA rules prior to submitting an Open Enrollment Application. Certain school transfers will lead to a student being ineligible to play at the varsity level for one year.
2. Open Enrollment Application forms are available at any West Bonner County School District school. Based on mutually agreed upon waivers, Open Enrollment Applications will be accepted at any time throughout the school year, although the general period for accepting applications will be January 1 to February 1 for the following school year. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.
3. For students who reside in the West Bonner County School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of their attendance zone school (home school).
4. For students who reside outside the West Bonner County School District boundary, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend (receiving school) and the parent/guardian must give notice to the home school.

B. Review Approval Process

1. Limited Opening - Applications will normally be considered on a “first-come first-serve” basis. However, in situations where openings are limited, the Superintendent may give priority if a student:
 - resides in the West Bonner County School District and seeks enrollment in another District school under the provisions of the No Child Left Behind Act;
 - was previously enrolled at the requested school in a prior year;
 - has a brother or sister enrolled at the requested school;
 - resides in the attendance area of another District school;
 - has a parent employed by the District; or
 - has unique situation or extraordinary circumstances.
2. Factors which may cause an Open Enrollment Application to be denied include:
 - a. a school, grade, or program(s) has lack of available classroom space and/or staff;
 - b. the current enrollment is at or above the following:

<u>Grade</u>	<u>Class/Teacher Load Size</u>
K-1	21
2-3	21
4-6	27
7-12	161 students per teacher per day
Special Education Self-Contained	An average of 6 students per classroom
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	12 students per classroom

- c. the student has been suspended or expelled, has committed a disciplinary violation for which he/she could be suspended or expelled,
 - d. the student has a history of documented disciplinary infractions; or
 - e. it is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.
3. District resident approval process:
- a. A home school principal makes a recommendation to approve or not to approve the transfer by completing the appropriate section of the Open Enrollment Application form.
 - b. The home school principal sends the form to the out-of-attendance area (receiving school) principal.
 - c. The receiving school principal makes a recommendation to approve or not to approve the Open Enrollment request by completing the appropriate section of the Open Enrollment application form.
 - d. The receiving school principal sends the Open Enrollment Application to the Superintendent of the receiving school.
 - e. The Superintendent approves or denies the Open Enrollment request by completing the appropriate section of the Open Enrollment Application form.
4. Out-of-district approval process:
- a. A receiving school principal makes a recommendation to approve or not to approve the transfer by completing the appropriate section of the Open Enrollment Application form.
 - b. The receiving school principal sends the form to his/her Superintendent.
 - c. The Superintendent approves or denies the Open Enrollment Application by completing the appropriate section of the Open Enrollment Application form.

C. Parent Notification

- 1. When the application is submitted during the enrollment time period (January 1-February 1, the Superintendent will notify the parent/guardian of his/her decision by March 31.
- 2. When the application is submitted outside of the open enrollment time period, notification must be made within 60 days after an application is accepted.

3. If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial may include information about other schools in the district that are below capacity.
4. The letter approving the request will inform the parents of the following:
 - a. Parents must provide transportation or get student to nearest District bus stop, if space is available;
 - b. State law requires reapplication on an annual basis; and
 - c. Inappropriate behavior in violation of district policies may be grounds for removing the student during the school year.
 - d. Special education, English Language Learners (ELL) or alternative school students must meet the requirements and the procedures established for those programs.

D. Re-enrollment

As long as a transfer student applies for re-enrollment, the Superintendent shall treat that student as if he/she resides in that school's attendance area, except in the circumstances described below.

E. Revocation of a Transfer

1. As long as a transfer student applies for re-enrollment, the Superintendent shall treat that student as if he/she resides in that school's attendance area. However, the District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of school district policies or because of false or misleading information on the open enrollment application.
2. If a student's transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of the transfer school. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.
3. The Superintendent of the transfer school must render a decision to the parent/guardian request for review within five (5) school days. The decision of the Superintendent may be appealed to the School Board of Trustees.

F. Student Rights and Responsibilities

Due process for all students remains the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. If a student who is a resident of another, applies to this district and is accepted under the terms of this policy, and fails to attend shall be ineligible to apply again for open enrollment in this district.

G. Preventing or Recruiting Potential Open Enrollment Students

The District or its' employees will not take any action to prohibit or prevent application

by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

DEFINITION

School Days: include only those days when school is in session.

Policy History

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3020

Enrollment and Attendance Records

It will be the policy of this district to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student. The record of attendance for each student will be entered upon his or her permanent student record.

Each building principal will establish a system of accounting to deal with absences and truancy under which all student absences will be classified as avoidable (unexcused) or unavoidable (excused). Such accounting system will be subject to the approval of the superintendent of schools.

Excused absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to, illness, medical appointments, illness or death in the family, authorized school activities, or other pre-arranged absence. Except in the case of unexpected excused absences, a written excuse from the parent/guardian must be presented to the school administrative office. If the excused absence is unexpected, written verification from the parent/guardian must be presented to the school administrative office upon return to school.

Truancies are absences without the knowledge and consent of the student's parent/guardian.

A policy describing procedure for consequences involving truancy will be established at each school and published in the student handbook. Continued truancy may result in suspension from school or referral to the Board of Trustees for habitual truancy.

Legal Reference: Idaho Code Section 33-206 Habitual Truants Defined
 Idaho Code Section 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3020P

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Students, who attend school in another state that abuts the student's resident district, shall be counted for purposes of ADA. Students for whom no Idaho school district is a home district shall not be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002E Pupils attending school in another state
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through
Twelve (1-12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in
Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Procedure History:

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3030

Part-Time Attendance / Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any program (curricular or extracurricular), subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this Policy.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or Principal. The District will not be responsible for the student during non-enrollment hours or times.

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within the District;
3. Immunization records (or an appropriate waiver); and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Extracurricular Activities

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities (i.e., extracurricular activities) for which public school students must demonstrate academic proficiency or eligibility:

1. Eligibility standards must be met the same as other regular full-time students;
2. The non-public school student must, on any state board of education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;
3. The non-public school student must achieve a minimum composite, core or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth (5th) stanine for the battery total score;

4. Non-public school students must be provided the opportunity to take state tests or other standardized tests given to all regularly enrolled public school students.
5. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student's primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified. Students with disabilities residing in the District who are attending private or home schools will be accepted in accordance with state and federal statutes.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the District's state fund, but only to the extent of the student's participation in District programs.

Transportation

All non-public school students (will/will not) be eligible for District transportation services.

Graduation

In order to graduate from this District, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

Legal Reference: I.C. § 33-203 Dual enrollment
I.C. § 33-1001, et. seq. Average Daily Attendance
IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3040

Compulsory Attendance

"The parent or guardian of any child who has attained the age of seven (7) years, but not the age of sixteen (16) years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session." Idaho Code § 33-202

Attendance:

Parents or guardians are responsible to have children (7 through 16) enrolled and in attendance in a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho. Idaho Code 33-202 through 205

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to insure comparability of services at all other schools.

Whenever it is determined by the Board under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
I.C. § 33-201 School age
I.C. § 33-202 School attendance compulsory
I.C. § 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3042

Technology Instruction and Determining ADA

In order to acquire and maintain technology for individualized computer and/or distance learning programs, this district may use students' documented contact hours on individualized computer education or distance learning programs in determining the district's average daily attendance (ADA); this provision applies whether the student is actually in the computer lab or distance learning center, or has logged on to the computer from another location.

Should the district choose to determine ADA as described above, the district's technology instruction programs will provide the following:

1. Alternative schools in the district using individualized computer education or distance learning programs will have a properly certified teacher available on a consultant/tutorial basis. The consultant/tutor will be available by telephone, fax, and e-mail or in person at the school site on a daily basis.
2. The district will submit annual evaluations of the program to the state board of education.
3. The district may offer individualized computer education or distance learning programs on a calendar that may differ from the rest of the district's instruction, but in no case will the district claim more ADA for a student than the full-time equivalency or a regular term of attendance for a single student.
4. Nonalternative high schools students may receive individualized computer education or distance learning instruction and credit through an alternative school site.

Legal Reference: Idaho Code Section 33-1003C

Policy History:

Adopted On: March 12, 2008

Revised On:

Student Driving Privileges

Any student, eighteen (18) years old or younger applying for a driver's license or an instruction Permit must provide written verification from this district to the Idaho Department of Transportation that he or she is enrolled in school and meets this district's attendance requirements. Written verification will be obtained from the student's school.

In the event a student fails to meet the enrollment and attendance requirement of this policy, the building principal, or his or her designee will provide written notification on a form provided by the Idaho Department of Education to the student and his or her parent/guardian of this school district's intent to request that the Idaho Department of Transportation suspend the student's driving privileges because the student has dropped out of school and has failed to comply with the enrollment and attendance requirements.

The student or his or her parent/guardian will have fifteen (15) calendar days from the date of receipt of the above-mentioned notice to request a hearing before the building principal, or his or her designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing will be held within thirty (30) calendar days after the receipt of the request.

The building principal or his or her designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver's license for his or her own or his or her family's employment or medical care. The building principal, or his or her designee will take into account the recommendations of teachers, other school officials, guidance counselors or academic advisors prior to granting a waiver. Such hardship waiver must be requested by the student or the student's parent/guardian at the initial hearing.

If the building principal, or his or her designee, denies a hardship waiver, the decision may be appealed to the board of trustees for this school district *within seven (7) calendar days of receipt of the principal's or designee's decision. The hearing before the board will be held at a mutually convenient time. The board will have the authority to uphold the decision of the building principal or his or her designee, or reverse the decision and grant the hardship waiver.*

Students of Mennonite and Amish faiths are not required to comply with school attendance requirements for purposes of obtaining an Idaho driver's license, driver training permit or instruction. Such students must be reported to the Idaho Department of Transportation as not being enrolled in school and not in compliance with this district's attendance policy. The Idaho Department of Transportation will make the determination as to whether a religious exemption applies.

This district shall provide the following information to the Idaho Department of Transportation on appropriate forms provided by the Idaho Department of Education:

The necessary verification that a student applying for a driver's license or instruction permit meets the requirements set forth in this policy at the request of a student; A request that the Idaho Department of Transportation suspend a student's driving privileges because the student has

dropped out of school and has failed to comply with this district's enrollment and attendance requirements;

1. The names of students granted or denied hardship waivers under this policy;
2. Written verification that a student is again in compliance with the requirements of this policy;
3. Reports setting forth the number of:
 - a. Notifications issued of possible student driver's license suspensions base on nonattendance;
 - b. Requests to the Idaho Department of Transportation to suspend a driver's license; and
 - c. Student driver's licenses actually suspended.

Legal Reference:

Idaho Code Sections

33-211	49-326
49-303	49-305
49-303A	49-310

Idaho Department of Transportation letter, October 4, 1996
Wisconsin v. Yoder, 406 US 205 (1972)

Policy History

Adopted On: March 12, 2008

Revised On:

**Language in text set forth in italics is optional.*

*Reviewed by the Coordinator for Driver's Education, Idaho Department of Education, and the Driver's License Supervisor, Idaho Department of Transportation.

West Bonner County School District

STUDENTS

3050

Attendance Policy

The district recognizes that daily student attendance and time on task is essential to student learning. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session each school term. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted. Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject.

Students not meeting the attendance requirement will not receive credit even though they may have passing grades. Those students who have valid reason to believe that all or part of their absences are the result of extraordinary circumstances may request a review of their case by the building attendance committee. The building attendance committee will review the records and the circumstances and determine whether or not the student will receive credit. The attendance committee will consist of an administrator, school counselor, teachers, staff, and possibly parents and/or students.

Absences

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. When a student arrives late or returns after an absence, the student is required to report directly to the attendance office. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school a minimum of one-half the school day on the date of the event. Exceptions may be made by the Principal.

Excused Absences

An absence shall be excused when the absence is due to:

1. Illness
2. Bereavement
3. College Visits

4. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available when requesting an admit slip. School work missed during an excused absence can be made up for full credit. Time allotted for make up work is stated in each school's student handbook.
5. The Principal may grant an exception due to extenuation circumstances.

Truancy

A truancy is an unexcused. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

Truancies are not acceptable. 2 truancies will result in a student conference and parent notification. 3 truancies will result in a request for a parent meeting with administration where the possible loss of credit will be explained. 5 truancies will result in a letter to parents explaining the possibility of credit loss if the unexcused absences continue. Additional consequences for truancy may include in-school or out-of-school suspension.

Habitual Truancy – Idaho Code 33-206 and 207

Idaho Code 33-206 – Habitual Truant Defined

- (1) An habitual truant is:
 - (a) Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or
 - (b) Any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202 Idaho Code
- (2) A child who is an habitual truant shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.

Idaho Code 33-207 - Proceedings against parents or guardians

Whenever the parents or guardians of any child between the ages of seven (7) years, as qualified in section 33-202, Idaho Code, and sixteen (16) years, have failed, neglected or refused to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the juvenile corrections act or as otherwise provided in subsection (2) of this section.

(2) Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is an habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence. Proceedings maybe brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become an habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

(3) Whenever it is determined by the board under provisions providing due process of law for the student and his or her parents that the parents or guardians of any child not enrolled in a public school are failing to meet the requirements of section 33-202, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the

district court of the county of the pupil's residence, in such form as the court may require under the provisions of section 20-510 Idaho Code.

It is the intent of West Bonner Schools to follow Idaho Code regarding students who are habitual truants.

90% Policy

In the A-B, 8-period block schedule, students can accumulate five (5) absences per class semester. This includes excused and unexcused (truancy), but does not include extracurricular absences. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After the fifth (5th) absence, parent/guardian must call or provide appropriate documentation for the absences such as a doctor's note. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork. When the attendance office receives the proper documentation, the absence will be changed to excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter grade for each day of the unexcused absence. Principals may extend this policy, after parent consultation, in extenuating circumstances.

Absences beyond five (5) days may result in loss of credit or reduction in grade. Students may appeal a loss of credit to the attendance committee.

The decision of the attendance committee may be appealed to the Building Principal. The Principals will submit their decision, in writing, to the parents within five (5) work days after receiving the appeal. If the Principal upholds the decision of the committee, the decision may be appealed to the Superintendent within ten (10) workdays.

The decision of the superintendent may be appealed to the board for a final decision. The appeal must be filed with the superintendent's office within ten (10) workdays after the superintendent notifies the parent/guardian of his or her decision. The board will address the appeal in executive session. The board decision will be final.

Tardies

Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Policy History:

Adopted on: April 9, 2008

Revised on:

West Bonner County School District

STUDENTS

3055

School Activities During School Closure

For all schools, no mandatory co-curricular or extracurricular practices will be held on full-day weather related closings. Coaches will advise students on travel conditions. On such days, at the middle and junior high levels, no games will be played. At the high school level, all games will be decided on a case-by-case basis in consultation with the coach, athletic director, and site and district administrator and transportation supervisor based on issues of safety.

When schools are closed due to health reasons, activities are to be suspended for all levels until school again resumes. This applies to school sponsored activities on weekends.

Sponsors and/or advisors of scheduled activities, meetings, or use of school facilities shall be notified of cancellation of school.

Cross Reference: 2210 School Closure

Policy History:

Adopted on: March 12, 2008

Revised on: March 11, 2009

West Bonner County School District

STUDENTS

3056

Sneak Days

The Board of Trustees prohibits sneak days.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3060

Education of Homeless Children

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent or designee shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Grievance Procedure.

Note: This policy is required for a district receiving federal funds under Title I.

Cross Reference: 3210 Uniform Grievance Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
I.C. § 33-1404 Districts to Receive Pupils

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3070

Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Admission to School: The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

Absence-Lateness-Truancy: Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the parent or legal guardian.

Excuses from School: The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3080

Nonresident Student Attendance Policy

Students may attend school in other than the resident student's school under the following circumstances:

1. State Enrollment Options Program;
2. When the resident and non-resident districts mutually agree;
3. When the resident district and an out-of-state school district mutual agree;
4. Except when such transfer would work a hardship on the receiving school district

State Enrollment Options Program

The District will not receive non-resident students under the State's Enrollment Options Program.

Mutual Agreement Of Resident And Non-Resident Idaho Districts

The boards of trustees of a resident and non-resident district may agree in writing, on an annual basis, that students may be allowed to attend school in the non-resident district.

Mutual Agreement Of Resident District And An Out-Of-State District

The board of trustees may agree in writing, on annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the board of trustees. A copy must be filed with the State Board of Education.

The board of trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the board of trustees with a copy to be filed with the State Board of Education.

Hardship Exception

When tuition is to be paid by the resident district, or waived by this District, the District will admit students except when any such transfer would constitute a hardship. In the following circumstances, the District may determine that a hardship exists when acceptance of a non-resident student(s) would:

1. require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;
2. cause an excessive number of students in a particular building (i.e., when the total number of students exceeds the following numbers:

Priest River Elementary	550
Idaho Hill Elementary	200
Priest Lake Elementary	100
Priest River Jr. High	300
Priest River Lamanna High	550
3. cause the total enrollment in the District to exceed 1700;
4. cause the total enrollment in a particular class to exceed 30;
5. cause the teacher-student ratio to exceed 1 to 25; unless exception is granted.
6. would cause disruption of the education process. The District will consider the following criteria in making this determination:
 - a. Is the student in good standing with the most recently attended school in terms of academics, conduct, and attendance;
 - b. Can the student demonstrate a record free of truancy;
 - c. Can the student demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;
 - d. Would the student's presence pose a detriment to the health and safety of other students and/or staff.;
 - e. Has the student been suspended/expelled from any other school district.

Idaho Youth Rehabilitation/Child Protective Act

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless Children

Homeless children as defined by the Steward B. McKinney homeless assistance act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

Other conditions:

The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

The Board will not admit any student who is expelled from another school district.

Legal Reference: I.C. § 33-1400 et seq.	Transfer of pupils
I.C. § 33-205	Denial of school attendance

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3090

Foreign Exchange Students

Philosophy

The District believes that foreign exchange students add to the richness of the high school setting for both District and foreign students. Thus, the District is willing to enroll a manageable number of foreign exchange students.

To protect the interests of the District and students, the District has adopted the following policies. It should be realized that foreign exchange students are educated at the expense of the taxpayers of the District and the State of Idaho.

- I. The foreign exchange student must be eighteen (18) years of age or younger at the time of enrollment.
- II. The foreign exchange student must reside with a legal resident of the District. Exceptions may be granted.
- III. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
 - A. An English proficiency test of the District's own choosing may be administered and will supersede all other tests;
 - B. If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:
 1. Terminate the student's placement
 2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District.

Definitions

“Foreign student” or “F-1 visa holder” means an alien having a residence in a foreign country which he or she has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study at an established academic high school particularly designated by him or her and approved by the Attorney General after consultation with the Secretary of Education.

“Foreign exchange visitor” or “J-1 visa holder” means an alien having a residence in a foreign country which he or she has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized

knowledge or skill, or other person of similar description, who is coming temporarily to the United States as a participant in a program designated by the Department of State, Bureau of Consular Affairs, for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, or receiving training. The terms of “foreign exchange visitor” or “J-1 visa holder” also include the spouse and minor children of any such alien if accompanying him or her or following to join him or her.

Academic Standards and Graduation

- I. The foreign exchange student will be expected to meet all appropriate standards required of any student enrolled in the District.

- II. Foreign exchange students **may /may not** graduate and receive a diploma from Priest River Lamanna High School. (They may participate in the ceremonies and receive a certificate of attendance.)

Average Daily Attendance

Foreign students, pursuant to their “F-1 visa” status, will not be counted for the purpose of determining average daily attendance and will be required to reimburse the district for the costs of tuition.

Pursuant to their “J-1 visa” status, foreign exchange visitors will be counted for the purpose of determining average daily attendance and are not required to reimburse the district for the costs of tuition.

Orientation by the Exchange Organization

- I. Orientation, both pre-departure and upon arrival in the United States, must be provided to the exchange student.

- II. Orientation must also be provided to the host family in advance of the exchange student’s arrival. The family should be advised of potential problems in hosting an exchange student and provided with suggestions for coping with these problems.

- III. The student’s host family and the District must be provided written information which includes at least:
 - A. Name, address, and phone number of both local and area coordinators for the exchange organization.
 - B. A twenty-four-(24)-hour emergency telephone number for immediate assistance by the exchange organization.

Supervision

- I. The sponsoring foreign student exchange organization must assume the final responsibility of resolving problems, including, if necessary, the changing of host

families or the early return home of the exchange student because of personal, family, or school difficulties.

- II. The sponsoring foreign student exchange organization must contact the exchange student and host family periodically throughout the exchange visit to ensure that problems are dealt with promptly and effectively.
- III. The host family must be available and willing to meet with school personnel when functions or conditions require it.

District Expectations

Student Opportunities/Responsibilities

- I. Athletic Program. Foreign exchange students are eligible to participate in the Priest River Lamanna High School Activities Program. Guidelines for participation are set by District policy and by the Idaho High School Activities Association (IHSAA), as follows:
 - A. RECOGNITION. The student must be a participant of an “official Foreign Exchange Program” as defined in the publication from the National Association of Secondary School Principals, entitled, “Advisory List of International Educational Travel and Exchange Programs”.
 - B. GRADUATION. The student cannot have graduated or received a diploma in his/ her own country.
- II. Student Fees. Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, yearbook costs, athletic fees, cap and gown fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in Priest River Lamanna High School.
- III. Achievement and Discipline. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the District’s Foreign Exchange Program.
- IV. Scholarship(s). The District will not include names of foreign exchange students in its formal class-rank listing based on cumulative grade point average, nor will foreign exchange students be eligible to apply for any local scholarship.

Legal Reference: 20 U.S.C. 221, et seq.

IDAPA 08.02.03.105.03 Foreign Exchange Students

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3090P

Foreign Exchange Students

Admission Requirements

- I. Foreign exchange students must be eighteen (18) years of age or younger at the time of enrollment.
- II. Foreign exchange students must reside with a legal resident of the District. Limited exceptions may be granted at the discretion of the Board.
- III. Foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
 - A. An English proficiency test of the District's own choosing may be administered and will supersede all other tests.
 - B. If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:
 1. Terminate the student's placement.
 2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District.

Academic Standards and Graduation

- I. Foreign exchange students will be expected to meet all appropriate standards required of any student enrolled in the District.
- II. Foreign exchange students will not graduate from or receive a diploma from the High School, but they may participate in the ceremonies and receive a certificate of attendance.

Student Opportunities/Responsibilities

- I. Foreign exchange students will be expected to enroll in the following academic classes while attending Priest River Lamanna High School:
 - A. One (1) English class;
 - B. One (1) United States history class or one (1) government class;
 - C. Maintain enrollment in at least six (6) classes.

- II. Foreign exchange students are eligible to participate in the High School Activities Program. Guidelines for participation are set by District policy and by the Idaho High School Activities Association, as follows:
 - A. RECOGNITION. The student must be a participant of an “official Foreign Exchange Program” as defined in the publication from the National Association of Secondary School Principals, entitled, “Advisory List of International Educational Travel and Exchange Programs”.
 - B. GRADUATION. The student cannot have graduated or received a diploma in his/her own country.
- III. Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, yearbook costs, athletic fees, cap and gown fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in the High School.
- IV. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the District’s Foreign Exchange Program.

Procedure History:

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3100

Programs for At-Risk/Disadvantaged Students

The District will designate one (1) at-risk coordinator to collect and disseminate data regarding drop-outs in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. the number of District students who dropped out in the preceding regular school term;
2. the number of students in grades 1-12 who are at risk of dropping out;
3. the District's dropout rate goal for the next school year;
4. the dropout reduction programs, resources and strategies to be used during the school year.

The Board will review and approve the plan annually.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant or a parent; is an emancipated youth, is a previous drop-out, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school.

The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. emphasize a comprehensive team approach that includes the Superintendent, principal, parent/guardian, teacher, student, community service provider, business representative, or others;

2. include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. be designed to use community resources that are available to serve at-risk youth;
4. provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. provide for review of individual profiles for at-risk students.

The District plan may also:

1. include alternatives; and
2. provide for the referral of students who drop out to other programs;

Alternative high school programs conducted during the school year will be conducted off-site or scheduled at a time when school is not in session and shall comply with the State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03.110).

Legal Reference: IDAPA 08.02.03.110 Alternative Secondary Programs

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3210

Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the

Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3220

Student Use of Buildings: Equal Access

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

The following criteria must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school or government are present only in a non-participatory capacity.
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

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

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

Legal Reference: 20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: March 12, 2008

Revised on:

School Clubs (Background)

What clubs are currently sponsored by your district? Do you have a board policy in place dealing with school clubs? Is there a risk management plan in place for sponsored clubs? Is your district or school name being used by a non-sponsored club in a way that might cause a liability problem for the district?

Proper risk management for school clubs is a key issue for school districts. Clubs can be an excellent way to enhance student learning and provide opportunities for students to explore lifelong hobbies. Unfortunately, they can also present serious potential liability exposures to the district if not properly managed. And, while they may still serve a useful purpose, not all clubs should be sponsored by school districts.

Our goal is to provide a framework and a thought process for properly evaluating and managing school clubs from a risk management standpoint.

Is this club a school sponsored activity?

- The decision of whether or not a club is to be school sponsored should be made at the district level, not at the school site.
- The district should have a policy that includes a process for reviewing applications for school sponsorship.
- The policy should state that clubs that have not received district level approval are not school sponsored activities.

Things to consider in making a decision about sponsorship include:

- Do the club's purpose and activities fit within the school district's mission?
- Are the potential risks associated with the club reasonable and acceptable to the district?
- Is there a risk management plan in place that identifies potential hazards and outlines ways to manage those risks through training, proper equipment, supervision, etc.?
- Who will be responsible for insuring the club? If it is to be the school district, are there any exposures that would be excluded under the district's insurance policies such as:
 - Ownership, operation, maintenance, or use of any aircraft
 - Ownership, operation, maintenance, or use of watercraft
 - Auto racing or demolition contests
- If the club will provide its own insurance are the limits of liability adequate and will the insurance company name the district as an additional insured on the policy and provide the district with a certificate of insurance?

Proper risk management for Non-Sponsored Clubs:

The district may decide not to sponsor the club; but to allow the club to use the district's facilities similar to the way other outside groups do. If so, certain risk management steps should be taken including:

- Requiring a certificate of insurance and an endorsement naming the district as an additional insured under the club's insurance policy.
- Clear communications to staff, students, and patrons that the club is not school sponsored.
- Not allowing the club to use the name of the district or the schools within the district or to infer that the club is school sponsored.

West Bonner County School District

STUDENTS

3225

Student Clubs: Equal Access

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 West Bonner County 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-participating capacity" shall mean a person may not promote, lead or participated in any meeting.

The school within 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 meetings.

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 the 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 West Bonner County School District schools.

1. Each proposed club must complete and submit a request form 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. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. 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 a.m. to 8:00 a.m., during the noon hour, and from 3:30 p.m. to 5:00 p.m. 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, in violation of any law or ordinance.
6. The principal, designee, or student council (if appropriate) 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 prior 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 West Bonner County 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 organization 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 West Bonner County School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal Reference: 20 U.S.C. §§ 4071-4074 Equal Access Act

Policy History:

Adopted on: March 12, 2008

Revised on:

STUDENT CLUB RISK MANAGEMENT PLAN

Each School Sponsored Club must develop and implement a plan that identifies hazards and / or potential exposures to club members, faculty staff members, and school property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school district, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a Chess Club, may not have significant hazards; however, other clubs such as a Drag Racing Club, or a Rodeo Club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

WHAT ARE THE PURPOSES AND GOALS OF THE CLUB?

WHAT ARE THE RESPONSIBILITIES OF THE CLUB MEMBERS?

WHAT TRAINING IS TO BE REQUIRED OF CLUB MEMBERS? ARE THERE MINIMAL KNOWLEDGE REQUIREMENTS? HOW WILL THESE BE TESTED? HOW ARE TRAINING AND TEST RESULTS DOCUMENTED AND MAINTAINED?

WHAT ARE THE RESPONSIBILITIES OF THE FACULTY OR SCHOOL APPOINTED SPONSOR?

WHAT SPECIAL TRAINING OR EDUCATION IS REQUIRED OF THE FACULTY OR SCHOOL STAFF SPONSOR? ARE THEY CERTIFIED THROUGH A RECOGNIZED ORGANIZATION?

WHAT SAFETY RULES ARE NECESSARY TO CONDUCT CLUB ACTIVITIES MINIMIZING HAZARDS AND EXPOSURES TO CLUB MEMBERS, SCHOOL DISTRICT STAFF MEMBERS, AND SCHOOL PROPERTY?

WHAT SAFETY EQUIPMENT IS NEEDED? WHO IS TO PROVIDE THIS EQUIPMENT? HOW IS THE EQUIPMENT TO BE INSPECTED AND TESTED?

WHAT EMERGENCY RESPONSE PROCEDURES ARE NECESSARY BASED UPON THE INHERENT RISKS OF THE CLUB ACTIVITIES? AS AN EXAMPLE; FIRST-AID, AND EMERGENCY COMMUNICATION?

ARE PARENT CONSENT FORMS REQUIRED? IF SO, WHERE ARE THE RECORDS MAINTAINED?

West Bonner County School District

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3230

Student Government

The Board encourages the function of student councils in the District's elementary and secondary schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process

Student councils shall not have authority to make policies or procedures for the District or the school. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced and uniformly enforced.

Legal Reference: I.C. § 33-506(1)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3240

Student Publications

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of self-expression.
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside of school.
3. It is partially supported by tax funds.
4. It is an influence on the public relations of the entire district since content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of “freedom of the press” under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of reasonable journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

School sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District’s curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined below. The principal of each school shall meet with the publication advisor, student editors, and student

writers to establish guidelines for achieving a maximum of student expression subject to the limitations set forth in this policy.

All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication that is ungrammatical, inadequately researched, obscene, defamatory, advocates racial or religious prejudice, invades the privacy of others, is unsuitable for the audiences for which the publication is intended, contributes to the disruption or interruption of the educational process or the operation of the school, or otherwise is contrary to District policy or applicable federal or state law. The school principal may also exclude material that may serve to associate the District with any position other than neutrality on matters of political controversy.

The principal of each secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, or alcoholic beverage advertisements or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements which are factually inaccurate, defamatory, obscene, advocate racial or religious prejudice, contain either explicit or implicit sexual content or overtones, or are of poor production quality may be excluded. The school principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy.

In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or his/her designee. The decision of the Superintendent or his/her designee will be final.

Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3250

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may also be distributed.

All organizations must have the approval of the Superintendent or designee before materials may be distributed. The Superintendent or designee will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- A. Maintain a centrally located bulletin board for the posting of bulletins.
- B. Maintain a table where flyers and other information can be made available to students.
- C. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one (1) week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or political nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous or obscene.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3260

Student Dress

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the principal/designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs, shorts, and short skirts will not be allowed. The superintendent or his designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Additional guidelines may be established at the school and published in the school handbooks.

Further Guidelines for Personal Appearance and Dress

Students are expected to come to school in clean clothes that are appropriate for weather conditions, for a school setting, and not be frayed. Appropriate attire for different learning activities should be considered as well as the expectations that school is not a casual environment.

The following are guidelines, which are intended to allow student expression without creating a health problem, wearing clothes that may be disruptive to the school setting, or counter to the educational mission of the school.

- No hats or head coverings are to be worn in the building.
- Clothing must not contain any symbols, words, pictures, etc. that are alcohol/drug related, are sexually explicit or implicit, or deemed inappropriate by the building principal.
- Shorts, dresses, skirts, and slits in skirts must reach the end of the student's fingers when they place their arms at their sides.
- All tops must have straps at least one inch in width and be long enough to reach the top of the pants or skirt when arms are extended above the head. No tube tops.
- Students must wear shoes at all times. Snow boots are encouraged in winter.
- No underwear may be exposed (tank top undershirts may not be worn as outerwear). Clothing with low necklines is not appropriate.
- Excessively baggy pants and tops, which hang loosely below the underarm, are not permitted.
- Students with excessive makeup, which is disruptive to the educational mission of the school, will be asked to remove it.
- No "Heelies" or shoes with wheels are to be used on school grounds during school hours. Students seen using them will be asked to take the wheels out or change into their PE shoes.

Exception to the rules: At the discretion of the building principal for such days as dress up theme days, Halloween, and other activities. If a student is dressed inappropriately we will first try to contact parents for alternate clothing. If we cannot reach the parents the school will provide alternate clothing for the child.

Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or

guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

Legal Reference: I.C. 33-506
I.C. 33-512(6)

Electronic Communications Devices

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cellular telephone, pager/beeper or other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Except in situations involving a bona fide health or safety emergency, these electronic communications devices are not to be used during class or instructional time or during the passing times between classes, unless specific permission has been granted by the building principal. **IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED IN THE CLASSROOM.**

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students are responsible for the devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Policy History:

Adopted on: March 12, 2008

Revised on:

District-Provided Access to Electronic Information, Services, and Networks

General

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

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

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

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

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

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received

via the District's electronic network or District electronic devices. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the electronic network and Internet access and any and all information transmitted or received in connection with such usage.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or electronic devices of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using any electronic device, computer system, or electronic network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
 - D. Uses that jeopardize the security of student access and of the electronic network or other networks on the Internet.
 - E. Students may not sell or buy anything over the Internet. Students should not give information to others, including credit card numbers and social security numbers.
 - F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.

Internet Safety

Each District electronic device with Internet access shall have a filtering device that

blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

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

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

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

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

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

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

Internet Filtering

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

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug.
Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

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

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

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of enrollment at that school the Internet Access Conduct Agreement prior to having access to the District’s computer system and/or Internet Service. The Internet Access Conduct Agreement shall remain in effect during continuous enrollment at that school.

Warranties/Indemnification

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

Violations

If any user violates this policy, the student's access to the school's electronic network and/or electronic devices will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

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

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

Public Notification

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

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction no later than August 1, 2011 and every five (5) years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference: 3330 Student Discipline

Policy History:

Adopted on: March 12, 2008

Revised on: July 12, 2011

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the West Bonner County School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print) _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the District approved account to access the District's computer network and the Internet.

Parent / Legal Guardian (Print): _____
Signature: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid during the students continuing enrollment in that specific school.

West Bonner County School District

STUDENTS

3270P

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, nudity or near nudity, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked;
 - n. Streaming of music or video files i.e. YouTube, MySpace, radio stations, weather stations, news stations;
 - o. Use of any and all web anonymizers;
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property of The District.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or

damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user **must** notify the system administrator and/or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide the webmaster with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
 - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid

students and staff members in fulfilling their duties and responsibilities and as an education tool.

- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

- 1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
- 2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
- 3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- 4. The system administrator and building principals shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Procedure History:

Promulgated on: March 12, 2008

Revised:

West Bonner County School District

STUDENTS

3280

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference: I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3290

Sexual Harassment/Intimidation of Students

Definition of Harassment

Harassment is defined to include verbal, written, graphic or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
2. Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
4. Criminal offences directed at persons because of their sex, race, color, national origin, age religious beliefs, ethnic background or disability;

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

Definition of Sexual Harassment

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Reporting Procedures

1. Any student, and/or parents of a student, who believe the student is being harassed should immediately report the situation to school personnel.
2. Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

Investigation

When a report of harassment is received by the principal or the superintendent, immediate steps will be taken to do the following:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

Disciplinary Action

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender. If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record. No record of the allegations will be

place in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to the disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

Protection Against Retaliation

No retaliation will be taken by this district or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

Confidentiality

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

Record of Allegations

This district will keep and maintain a written record, including, but not limited, to witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 12, 2008

Revised on:

Harassment Reporting Form for Students

School _____ Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your 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 witnesses. _____

Did you take any action in response to the incident? yes no

If yes, what action did you take _____

Were there any prior incidents? yes no

If so, describe any prior incidents _____

Signature of complainant _____

Signatures of parents/legal guardian _____

West Bonner County School District

STUDENTS

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students attending schools in this district are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including but not limited to, hitting, pushing, tripping, kicking, or restraining another's movements; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal comments or threats against a student, including but not limited to, name calling, threatening, sexual comments, taunting, and malicious teasing.
3. Psychological abuse against a student, including but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

Investigation

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as bullying or intimidation. At the discretion of the school principal, his/her designee, and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation. When deemed appropriate, legal authorities will be notified to investigate when the bullying and/or intimidation behaviors appear to be severe and/or continual.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Cross Reference: 3210

Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

STUDENTS

3295F

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

HARASSMENT COMPLAINT FORM

School _____ Date _____

Student's/Complainant's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your 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 witnesses. _____

Is there any evidence of the harassment (i.e. letters, photos) yes no
If so, please describe. _____

Did you take any action in response to the incident? yes no

If yes, what action did you take _____

Were there any prior incidents? yes no

If so, describe any prior incidents _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant _____

Signatures of parents/legal guardian _____

Cross Reference: 3210

Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

STUDENTS

3295P

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber 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 nondistrict 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 a nonverbal, verbal, written, electronic 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. “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, 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.
6. “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site

postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

7. "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.
8. "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.

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 inquiries and/or complaints are dealt with in confidence.

Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. 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 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, cyber bullying or

menacing in violation of this policy [shall] [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, cyber bullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. 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.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within [10] working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

STUDENTS

3300

Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, “Drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. “look-alikes”;
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Cross Reference: 3330

Student Discipline.

Legal Reference: 20 U.S.C. 3170 et. seq. Drug-Free Schools and Communities Act of 1986,

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3310

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of three (3) or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, who associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
 2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.
- Or; As defined in I.C. 18-8502.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Display tattoos which may be affiliated with any gang and/or representative of any gang;
3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
4. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - A. Soliciting membership in or affiliation with any gang;
 - B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - D. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Cross Reference: 3260 Student Dress

Legal Reference: I.C. 33-506 Organization and Government of Board of Trustees
I.C. 33-512 Governance of Schools
I.C. 18-8500 Idaho Criminal Gang Enforcement Act
I.C. 18-8502 Definitions
Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303

(8th Cir. 1997)

Policy History:

Adopted on: March 12, 2008

Revised on: March 10, 2010

West Bonner County School District

STUDENTS

3315

Assault and Battery

This district prohibits students from committing acts of violence against other students, district personnel or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near the school property or at a school sponsored event will result in the student being disciplined.

Assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional displacement of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

Battery is defined as the willful use of force or violence, or the actual, intentional and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm.

Legal Reference: Idaho Code Section 18-901 et seq
Black's Law Dictionary 105 (5th ed. 1979)

Policy History:

Adopted on: March 12, 2008

Revised on:

Substance and Alcohol Abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C). It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

The mere fact that a student previously disclosed use of alcohol or a controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement, suspension and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he/she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate by the building principal.

5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide resources to the student and parent, which may include counseling services.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, the parent/guardian will be called immediately and law enforcement may be called. The student may be suspended from school pending an investigation.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Legal Reference: I.C. § 33-210 Students using or under the influence of controlled substances

Policy History:

Adopted on: March 12, 2008

Revised on:

Student Discipline

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Academic Dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. § 18-917.
- Initiations

- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- restitution for damages to school property
- notification to juvenile authorities and/or police
- loss of bus privileges
- loss of student privileges
- clean-up duty
- detention, including Saturdays
- suspension
- expulsion

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the

violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
- (b) "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This section of this policy does not apply to:

1. law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, nonthreatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or school district who is authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.
5. A person who lawfully possesses a firearm or deadly or dangerous weapon as an appropriate part of a program, an event, activity or other circumstance approved by the board of trustees or governing board.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying
 3340 Corrective Actions and Punishment
 4320 Disruption of School Operations

Legal Reference: I.C. § 33-205 Denial of school attendance
 I.C. § 917 Hazing
 I.C. § 18-3302D Possession weapons or firearms on school property
 I.C. § 18-3302I Threatening Violence on School Grounds
 I.C. § 33-1224 Powers and duties of teachers
 20 U.S.C. § 8921, et seq. Gun Free Schools Act
 29 U.S.C. § 701 Rehabilitation Act of 1973

Policy History:

Adopted on: March 12, 2008

Revised on: March 11, 2009

Revised on: March 10, 2010

Academic Dishonesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, authorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practical to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially in elementary grades will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district public communications annually.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teachers.

10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appears in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.

Policy History:

Adopted on: March 10, 2010

Revised on:

West Bonner County School District

STUDENTS

3340

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Cross Reference: 3360 Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
 I.C. § 33-205 Denial of school attendance
 I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3340P

Corrective Actions and Punishment

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Superintendent.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.
5. Students who are absent as a result of an out-of-school suspension do have the right to make up the work missed.
6. The suspension of a student may be extended by the Superintendent and/or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Procedure History:

Promulgated on: March 14, 2008

Revised on:

West Bonner County School District

STUDENTS

3350

Detention

Staff may detain students for minor infractions of schools rules or regulations, or for minor misconduct. Students may be required to attend Saturday detention for up to four (4) hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Refusal to serve detention may be cause for further consideration and disciplinary action.

Policy History:

Adopted on: March 14, 2008

Revised on:

Discipline of Students with Disabilities

**Code of Conduct Violations by Students with Disabilities, Resulting
In Disciplinary Consequences of Ten (10) School Days or Less**

Student commits code of conduct violation for which the disciplinary consequence would result in removal from the student's placement for ten (10) consecutive days or less.



School personnel may assign the consequence applicable to non-disabled students for a similar period of time, not to exceed ten (10) consecutive school days. 34 CFR 300.520(a)(1)(i)



During the first ten (10) cumulative school days of removal in one (1) school year, the school does not have to provide any services to the student if non-disabled students would not receive services. 34 CFR 300.121(d)(1).



School personnel may continue to remove the student for disciplinary reasons for up to ten (10) school days at a time throughout the same school year for separate incidents of misconduct, so long as the removals do not constitute a change of placement under 34 CFR 300.519(b) and are those which would be applied to non-disabled students. 34 CFR 300.520(a)(1)(i).



A series of disciplinary removals, each for ten (10) consecutive school days or less, may result in a change of placement if they cumulate to more than ten (10) school days in one (1) school year. School personnel should analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. 34 CFR 300.519(b). If a removal would result in a change of placement, a manifestation determination review (MDR) must first be done. 34 CFR 300.523(a).

Beginning with the 11th day of disciplinary removals in a school year, educational services must be provided. 34 CFR 300.520(a)(1)(ii); 34 CFR 300.121(d)(2)(i)(A). If the removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher, determine the services to be provided. 34 CFR 300.121(d)(3)(i).

The educational services to be provided must meet the standard of enabling the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(3)(i).

Beginning with the 11th day of disciplinary removals in a school year, the IEP Team must address behavioral issues. If the removal does not result in a change of placement, the IEP Team must meet within ten (10) business days of first removing the student for more than ten (10) school days in a school year, to develop a plan to conduct a functional behavioral assessment, if one was not conducted before the behavior that resulted in the removal. 34 CFR 300.520(b)(1)(i).

After the functional behavioral assessment is completed, the IEP Team meets as soon as practicable to develop a behavioral intervention plan to address the behavior and implement the plan. 34 CFR 300.520(b)(2).

If the student's IEP already includes a behavior intervention plan, within ten (10) business days of first removing the student for more than ten (10) school days in a school year, the IEP Team must meet to review the behavior intervention plan and its implementation, and modify the plan and its implementation as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).

If the student is assigned subsequent disciplinary removals in a school year for ten (10) days or less that do not result in a change of placement, the IEP Team members (including the parent) informally review the behavior intervention plan and its implementation to determine if modifications are necessary. 34 CFR 300.520(c)(2).

If one or more team members believe modifications are needed, the IEP Team must meet to modify the plan and its implementation to the extent the IEP Team deems necessary. 34 CFR 300.520(c)(2).

Code of Conduct Violations by Students with Disabilities for Which Recommended Disciplinary Consequences Would Result in Change of Placement for More Than Ten (10) School Days (Excluding Drug and Weapon Offenses)

Student violates code of conduct, and the recommended disciplinary consequence would result in a removal from the current educational placement for more than ten (10) consecutive school days (alternate placement, expulsion). This constitutes a change of placement. 34 CFR 300.519(a).

The recommended disciplinary consequence may be for a removal from the current educational placement for less than ten (10) consecutive school days, but may constitute a change of placement because the student has already been removed for disciplinary reasons for ten (10) or more school days in the current school year, and the length of each removal, their proximity to each other and the total amount of time the student has been removed result in a change of placement. 34 CFR 300.519(b).

School personnel may remove from current educational placement for ten (10) school days or less (34 CFR 300.520(a)(1)(i)) and recommend further discipline according to the code of conduct. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled. See pp. 1-2 for educational services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and law enforcement authorities to whom the crime was reported must be provided special educational and disciplinary records to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9), 34 CFR 300.529.

At the time decision is made to take this action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i), 34 CFR 300.523(a)(1).

Within ten (10) business days, IEP Team and other qualified personnel must meet and review relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A), 34 CFR 300.523(a)(2)(b). If there has been no previous functional behavior assessment and creation of a behavior intervention plan, the IEP Team must develop an assessment plan. 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). If the IEP contains a behavior intervention plan, the IEP Team reviews the plan and its implementation and modifies them as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability, if the IEP Team finds that in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of the student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

20 USC 1415(k)(4)(C), 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identified deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).



If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a); 34 CFR 300.524(a). The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).



Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6), 34 CFR 300.525(a), (b).

Parent may appeal decision to place student in forty-five-(45)-day interim placement. The hearing is expedited before a special education hearing officer, who applies the standards regarding a dangerous student in 34 CFR 300.521. 20 USC 1415(k)(6)(B)(ii), 34 CFR 300.525(b)(2).

When a parent requests a hearing in a drug or weapon case to challenge the interim alternative placement or the manifestation determination, student remains in interim placement until decision of hearing officer or forty-five (45) days expires, whichever comes first, unless the parent and school agree otherwise. 34 CFR 300.526(a). Then student returns to current placement (defined as placement prior to interim alternative educational setting). School can ask for expedited hearing before special education hearing officer to prevent this return, if the student is substantially likely to injure self or others. 34 CFR 300.526(b),(c). The hearing officer applies the standards in 34 CFR 300.121. 34 CFR 300.526(c). Hearing officer can order another placement for up to forty-five (45) days. 34 CFR 300.526(c)(3). This procedure may be repeated as necessary. 20 USC 1415(k)(7), 34 CFR 300.526(c)(4)

The standard the educational services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

Drug and Weapon Offenses by Students with Disabilities

Student carries weapon to school, or possesses, uses, sells, or solicits sale of illegal or controlled substance on school property or at a school function.



School personnel may remove from current educational placement for ten (10) school days or less, and recommend further discipline according to the code of conduct. 20 USC 1415(k)(1)(A)(i); 34 CFR 300.520(a)(1)(i). (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled students. See pp. 1-2 for education services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and special education and disciplinary records shall be transmitted to law enforcement authorities to whom the crime was reported, to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9); 34 CFR 300.529.



At time decision is made to take this disciplinary action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i); 34 CFR 300.523(a)(1).



Within ten (10) business days, IEP Team must meet and may extend the removal by placing student in appropriate interim alternative educational setting applicable to non-disabled student for same amount of time non-disabled student would be assigned, but not more than forty-five (45) calendar days. 20 USC 1415(k)(1)(A)(ii) and (3)(A); 34 CFR 300.520(a)(2); 34 CFR 300.522(a). IEP Team must review the behavior intervention plan, if one exists, and its implementation and modify, as necessary, to address behavior. 34 CFR 300.520(b)(1)(ii). If there has been no previous functional behavioral assessment and creation of behavior intervention plan, IEP Team must develop assessment plan. 20 USC 1415(k)(1)(B); 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). The IEP Team and other qualified personnel must review the relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A); 34 CFR 300.523(a)(2),(b).



Illegal drug - controlled substance. Excludes legally used and possessed prescription drugs. 20 USC 1415(k)(10)(B); 34 CFR 300.520(d)(2).

Controlled substance - drug or substance in 21 U.S.C. § 812(c), Schedules I-V. 20 USC 1415(k)(10)(A); 34 CFR 300.520(d)(1).

Weapon - A firearm and more. Something used for or readily capable of causing death or serious bodily injury. Excludes pocket knife with blade of 2½ inches or less. 20 USC 1415(k)(10)(D); 34 CFR 300.520(d)(3).



The forty-five-(45)-day alternative interim placement must:

- Enable student to progress in general curriculum, although in another setting.
- Enable the student to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in that IEP; and
- Include services and modifications designed to address the drug or weapon offense so that it does not recur. 20 USC 1415(k)(3)(B); 34 CFR 300.522; 34 CFR 300.121(d)(2)(ii).

Comments to regulations: Students may be subject to multiple forty-five-(45)-day interim placements for separate drug and weapon offenses. The forty-five-(45)-day interim placement may be completed even if drug or weapon offense was manifestation of disability. If misbehavior was not a manifestation of disability, regular disciplinary consequence can be applied in addition to forty-five-(45)-day interim placement.

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability if the IEP Team finds that, in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids and services, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

20 USC 1415(k)(4)(C); 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identifies deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).

OR

If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a). 34 CFR 300.524(a). The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6); 34 CFR 300.525(a), (b).

If IEP Team finds no manifestation and changes placement to comply with the disciplinary recommendation, parent may appeal the placement decision. The hearing is expedited before a special education hearing officer. 20 USC 1415(k)(6)(A); 34 CFR 300.525(a)(2).

During appeals, stay put applies. 34 CFR 300.524(c). If child is substantially likely to injure self or others in the current placement, the school can request an expedited hearing and request the hearing officer to remove to an interim alternative educational placement for up to forty-five (45) days. Standards to be met are those in 20 USC 1415(k)(2) and 34 CFR 300.521.

The standard the education services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

Students Dangerous to Self or Others

IDEA discipline procedures are followed for a non-drug or weapon or offense, the penalty for which would result in expulsion or removal from the student's placement for more than ten (10) school days.

IEP Team meets, determines no manifestation and recommends discipline proceed. Parent disagrees and requests a due-process hearing. Stay put applies, and child stays in the current placement, unless school acts to change the placement. 34 CFR 300.524.



School requests hearing officer to change the placement during the pendency of the hearing, because of the likelihood of injury to self or others. 20 USC 1415(k)(2); 34 CFR 300.521.



Hearing officer holds expedited hearing to consider request. School has burden of proof to show by more than a preponderance of the evidence that maintaining the child in the current placement is substantially likely to result in injury to self or others. 20 USC 1415(k)(2)(A), (10)(D); 34 CFR 300.521(a). Hearing officer must also:

- consider the appropriateness of the current placement.
- consider whether the school has made reasonable effort to minimize the risk of harm in the current placement, including the use of supplemental aids and services.
- determine that the interim alternative setting proposed by the school personnel, in consultation with special education teacher
 - ♦ enables the student to participate in the general curriculum, although in another setting;
 - ♦ enables the student to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP; and
 - ♦ include services and modification designed to address the behavior so that it does not recur.

20 USC 1415(k)(2); 34 CFR 300.521(b),(c),(d); 34 CFR 300.522(b); 34 CFR 300.121(d)(2)(ii)(B).

If parent appeals forty-five-(45)-day interim alternative placement by IEP Team in drug or weapon case, hearing officer applies these standards in expedited hearing. 20 USC 1415(k)(6)(B)(ii); 34 CFR 300.525(b)(2).

If all requirements are met, hearing officer may order a change of placement to the interim alternative educational setting for up to forty-five (45) days. 20 USC 1415(k)(2); 34 CFR 300.521.



Student returns to his or her current placement (the placement prior to the interim alternative educational setting) at end of forty-five (45) days, if no decision has been issued by hearing officer in pending due-process hearing. If school believes it would be dangerous for student to return to current placement while hearing is still pending, school may request another expedited hearing to again place student in forty-five-(45)-day interim placement while hearing continues to be pending. 34 CFR 300.526(b), (c)(4). Hearing officer holds same type of hearing initially held when hearing officer ordered first forty-five-(45)-day interim placement. 20 USC 1415(k)(7); 34 CFR 300.526. Any subsequent forty-five-(45)-day interim setting must meet the standards in 34 CFR 300.522.

Procedure History:

Promulgated on: March 14, 2008

Revised on:

West Bonner County School District

STUDENTS

3365

Student Sex Offenders

Definition

A Student Sex Offender is defined as a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to School District

The superintendent of public instruction is required by state law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The superintendent is also required to notify the district or school of the offender's probationary status or treatment status, if known. The Superintendent of the district or his designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement

The Superintendent of the district or his designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

A IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative setting, the District shall pay for the costs associated with this placement.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or

vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal Reference: I.C. 18-8402 Findings
 I.C. 18-8408 Providing List to Superintendent of Public Instruction
 I.C. 33-205 Denial of School Attendance

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

STUDENTS

3370

Searches and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

Adopted on: March 14, 2008

Revised on:

West Bonner County School District

STUDENTS

3370P

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator/school resource officer has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator/school resource officer may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator/school resource officer has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the school authorities shall investigate and, depending on the totality of circumstance my report the incident to the appropriate law enforcement agency. The circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator/school resource officer is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Procedure History:

Adopted on: March 14, 2008

Revised on:

Extracurricular and Co-Curricular Participation Policy

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **However, participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. § 33-512(12). As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

“Extracurricular Activities” means a district and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are district and/or school authorized activities held in conjunction with a accredited class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

“Controlled Substances” include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or 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.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is tended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting,

ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

“Emergency Activity Suspension” is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

“Event” is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. “Event” is also defined as any band or choir performance(s).

“Knowingly Present” shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

“Minor Infraction” shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

“Major Infraction” shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

“On any school premises or at any school sponsored activity, regardless of location” includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

“Scholastic Year” is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

“School Days” include only those days when school is in session.

Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity students must meet current IHSSA or current school eligibility; whichever is greater. If they do not meet above requirement, they are on probation for 2 weeks and can bring up their work and receive a written slip from the teacher

or teachers of their passing work. If after the probationary period they do not have their work up to the above requirement, they are not allowed to take part in any extracurricular or co-curricular activity until their work is up to the stated requirement.

Extracurricular or Co-curricular activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

II. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Principal.

Consequences:

1. The incident will be reviewed pursuant to the Informal Hearing Process at Section V of this policy.
2. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
3. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section VI of this policy.

III. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the District that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus**, during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Consequences:

A. Knowingly Present

First Offense – All Grades

- Parents or guardians and law enforcement (if appropriate) will be contacted immediately.
- Student shall be restricted from any extra curricular performances/contests/events for a period of two weeks if he/she agrees to participation for a minimum of six (6) weeks in a district-approved substance and alcohol abuse assistance program, including weekly urine analysis. The cost of the assistance program will not be paid by the district.
- If the student does not agree to and abide by the conditions stated in #2 above, the student will be suspended from athletics for the remainder of the current sports season and the next sports season for which the student is eligible to participate.
- The student will not be eligible for post-season honors outside the District.

Second Offense – All Grades

A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, which takes place in the same school year or in the concurrent school year (within two years) will result in the following action.

- Parents or guardians and law enforcement (if appropriate) will be contacted immediately.
- Student shall be automatically suspended from all athletic programs for the remainder for the current sports season and the next sports season for which the student is eligible and qualified to participate.
- The student will not be eligible for post-season honors.

B. Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in Section V of this policy. If the evidence supports the accusation, the student may be suspended

- from all extracurricular and co-curricular events for a period of twenty-one (21) calendar days.
2. The suspension will be reduced to a fourteen (14) calendar day period if:
 - a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor.
 - b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes
 - 1) A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
 - 2) Drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
 3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
 4. If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal or athletic director may reduce the length of the activity suspension.
 5. On the occasion of a subsequent infraction during a scholastic year, and if the evident supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.
 6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
 7. The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

IV. Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

V. Informal Hearing Process

Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

VI. Student travel to or from an extracurricular or co-curricular activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor\coach\ or adult sponsor, parent/guardian and student. The driver, instructor\coach\ or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester or season.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester or season.

VI. Appeal Process

- 4- The parent/guardian must request an appeal in writing within two(2) days of the infraction to the Superintendent. The Superintendent will notify the parent/guardian in writing the decision made on the appeal. The Superintendent's decision is final.

Athletic Activities Insurance

This district will not allow student athletes to participate in any interscholastic athletic program without insurance coverage and the written permission of the parent/guardian. Before engaging in practice sessions or athletic events, the following must occur:

1. Each student must participate in the blanket insurance program adopted by this school district or provide proof of parent insurance; and
2. The parent/guardian must give permission for the student athlete to participate in the athletic program.

The building principal will inform the parents of the limits of protection provided by the school policy in the event of an athletic injury.

This district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk.

Extracurricular Awards

This school district will recognize students who participate in extracurricular activities by awarding letters or certificates of participation. The type of award and criteria for receiving an award will be established prior to the commencement of the activity. Each coach and advisor will inform student participants of the requirements and standards for earning an award in the activity.

Varsity Letter

If a member of a varsity sport is injured during that sport season, and cannot meet the requirements for earning an award, the coach has the prerogative to determine whether that student has earned a letter.

Managers of a varsity sport may earn a manager's letter by fulfilling the requirements set by the coach for that sport.

VII. Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3390

Extra- and Co-Curricular Chemical Use Policy

Extracurricular and Co-curricular activities are subject to the supervision and regulation of the District. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the IHSAA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3400

Extracurricular Activities Drug-Testing Program

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

The independent laboratory receiving the samples will routinely test for alcohol, amphetamines, cocaine, and marijuana. Other drugs, such as LSD, may be screened at the request of this school district, but the identity of a particular student will not determine which drugs will be screened. The laboratory will be authorized to report test results only to the principal/administrative designee.

Samples will be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If the student is unable to provide a sample at any particular time, the student will be allowed to return later that same school day to provide the sample.

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 the drug test will be suspended from further participation in the current sports season.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities has completed and return the Consent Form prior to participation in any extracurricular activity.

Each participant shall be provided with the Consent Form (3400F), which shall be dated, signed by the participant and by the parent/guardian, and notarized prior to participation in any extracurricular activity, failure to comply will result in non-participation. In so doing, the student is agreeing to participate in the random drug-testing program at Priest River Lamanna High School.

Frequency Testing

1. All students will be tested at the beginning of the sport season and prior to participating. If the student athlete participated in a previous sport that year and has been subject to drug testing continuous thru the year, they will not be tested again on an initial sport season screening. If a student played a fall sport and did not play any more sports until the spring they would be subjected to an initial sport season screening prior to participating.
2. Random testing will occur at least once each month and may occur weekly during a sport season, Ten percent of all student athletes, regardless of the sport, may be tested each week.

Testing Procedure and Chain of Custody

1. Training and direction will be provided to those who supervise the testing program on proper method of collecting the urine samples and the set up of the collection environment.
2. The principal/administrative designee will be responsible for notifying and/or escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator shall bring all the students drawn from the pool to the collection site simultaneously.
3. A sanitized specimen bottle will be given to each student. To maintain anonymity, the student's number, not name, will be on the specimen bottle. The bottle will remain in the student's possession until a seal is placed upon the bottle.
4. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to providing the urine specimen. The supervisor will also observe the student providing the urine specimen to ensure the specimen is not tampered with and is that student's specimen.

5. Before the student's urine is tested students will agree to fill out, sign, and date chain of custody forms.
6. Once the specimen is provided, the student will hand the specimen bottle to the supervisor and the student will be asked "Is this your urine?" With the response of "Yes" the supervisor will seal the specimen bottle with a tamper proof seal.
7. The specimen results must be read within 10 minutes of obtaining the specimen. If a specimen tests positive, the principal/administrative designee will notify the student testing positive, along with the student's parent/guardian. The specimen will be sent to the laboratory for verification of test results.
8. Before the student's urine is tested by the laboratory, the student and his/her parent/guardian will be given a reasonable opportunity to submit verification of legal drug use. They will be permitted (24) hours to submit verification of any prescription drug use by providing a copy of the prescriptions to the building principal in a sealed envelope. The principal will submit the sealed envelope, unopened to the testing laboratory for consideration in making an analysis. The information regarding the use of prescription drugs is confidential and will not be shared with any school official.
9. The sealed specimen bottle will be placed into a cooler with a double lock (Office door lock and a cooler door lock) during the (24) hour period for submission of legal drug use by the student and his/her parent/guardian. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible for retest.
10. If the laboratory confirms a positive test, consequences will be implemented the day the lab results are received.

Financial Responsibility

1. It is the student or parent's responsibility to pay the initial drug test cost of fifteen (\$15) before each sport season.
2. The District will pay for all random drug tests during the season.
3. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian. Such test must be performed within 24 hours of the initial positive test result.

4. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Consequences

First Offense Grades 9-12– Drugs or Alcohol/Tobacco

1. The student shall be suspended for 20% of the competitions/contests for that season (ie. Basketball has 20 games so a student would be suspended for 4 games). If the suspension occurs during a time where there is less than 20% of games left to play, then the student would be done for the remainder of the season, including any district or state competition. If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the principal and athletic director. If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards. During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.
2. A student must also enroll in a principal and athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the District.
3. The student will also be required to research and write a one-page typed essay on the effects of the drug/alcohol substance. This paper must be in proper essay format and approved by the athletic director before verbally presenting this to the student's current team. This must be done before the suspension is over.
4. If the student does not agree to and abide by the conditions stated above, the student will be suspended from athletics for the remainder of the current sports season.

Second Offense Grades 9-12

A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, throughout grades 9-12, will result in the following action.

1. Student shall be suspended for the remainder of the season of the current athletic program he/she is participating and also the next sports season for which the student is eligible to participate.

Third Offense- Grades 9-12

1. Student will be suspended from all extra curricular activities for the remainder of their high school career. Offenses are cumulative.

Legal Reference: Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)
Idaho Code 33-512 (12)

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2010

West Bonner County School District

STUDENTS

3400F

**PRIEST RIVER LAMANNA HIGH SCHOOLS EXTRACURRICULAR CONSENT
FORM**

I have received and have read and understand a copy of the Priest River Lamanna High Schools' "Extracurricular Activities Drug-Testing Program". I desire that _____ participate in this program and in the extracurricular program of PRLH Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: _____, 20__

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by PRLH Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

School Sponsored Student Activities

1. Student Organizations:
 - a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
 - b. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
 - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
2. Social Events
 - a. Social events must have prior approval of the administration.
 - b. Social events must be held in school facilities unless approved by the Board.
 - c. Social events must be chaperoned at all times.
 - d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.
3. Extracurricular Activities
 - a. Academic and behavior eligibility rules are established by Idaho High School Activities Association (IHSAA) rules and District policy.
 - b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
 - c. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the District with an equal opportunity for participation.
 - ii. Recommend sports activities based on interest inventories completed by the students.

All dances and graduation ceremonies shall be conducted within WBCSD boundaries, with possible exception of the annual senior prom where a waiver can be granted by the board of trustees after their review. In no case will any exception be provided outside the Bonner County boundaries.

If a waiver is granted to hold the senior prom outside of WBCSD boundaries, it will also be considered as a waiver from the requirements of Policy 3380- Extracurricular and Co-curricular Participation Policy.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3420

Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected.

All monies collected must be deposited daily, if funds are not deposited daily must be deposited within a week or by Friday; whichever is sooner.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3430

Distribution of Fund Drive Literature Through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Cross Reference: 4310

Contact with students

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3440

Student Fees, Fines and Charges / Return of Property

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. The District, may require, as a condition of graduation, issuance of a diploma or certificate, 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 District be returned.

Legal reference: I.C. § 33-603 Payment of fees or returning of property

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3450

Student Vehicle Parking

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when required to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension or short-term suspension from school. In cases involving drugs, alcohol or firearms, the local sheriff or police may be called. All school rules and policies apply to student use of the parking lot.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3460

School-Related Foreign Travel By Students or Extended Field Trips (Overnight or Longer)

School-related foreign trips are allowed by the West Bonner County School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of a trip, the Superintendent shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Superintendent or the Superintendent's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Superintendent no later than eight (8) weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs is kept to a minimum.

The teacher(s) responsible for the trip shall submit a list of participants to the school nurse so that provisions for any special medical problems and/or precautions can be provided.

Advertising, including the distribution of materials, may be allowed during the school day with the approval of the principal.

Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. Identify the names of students and chaperones attending the trip.
3. Identify and plan for any special medical needs of student and chaperones attending the trip.
4. Identify adequate liability insurance to protect the District, board members, chaperones, teachers and students.
5. Submit an itemized statement of costs, including transportation, meals and accommodations.
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature and optional trip insurance.
7. Submit to Superintendent the plan for raising the necessary funds.

The Superintendent may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one (1) pre-trip meeting with students and parent/guardian.
2. Provide to the Superintendent, students, parent/guardian and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss district policy regarding student conduct while on a school-sponsored activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to insure that students are following the curfew requirements.
6. Perform periodic checks to insure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip, and depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor. Chaperones shall be over the age of 21.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.
2. Ensure that students follow all legal and school requirements.
3. Establish a procedure for room checks and monitor compliance.
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one (1) adult per ten (10) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.

Staff member in charge of the trip must carry a cell phone at all times.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings.
2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Responsibilities

Responsibilities of Principal or Superintendent:

1. Obtain and retain on file written parental permission for students who are under the age of 18.
2. Sign any contractual agreement with a public carrier and/or any other service provider.
3. Assure that all plans and arrangements are provided to and understood by the students and their parents.
4. Set student and chaperone conduct rules.

Responsibilities of Trip Organizer:

1. Communicate conduct rules of students and chaperones to parents/guardians, students and chaperones. Set behavior expectations for students and chaperones.
2. Carry a list of the names of students and chaperones participating, their emergency information and submit a copy of the list to the building Principal prior to the trip.
3. Notify the building Principal of any emergency situation, i.e. an accident involving student(s), student missing from the group, etc.
4. Identify and provide to parents an emergency plan.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and Building Principal. The Board may request a summary and evaluation be presented to the Board.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3500

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating

in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal Reference: General Education Provisions Act, 20 U.S.C. 1232h(b)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3510

Administering Medicines to Students

Any school employee authorized in writing by the school administrator or school principal:

- I. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
- II. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of 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 the pupil shall provide to the school board or designee authorization for the self-administration of medication.
2. The principal and appropriate teachers are informed that the student is self-administering prescribed medication. The parents or guardians 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. Any school employee authorized by the school administrator, principal, or school nurse may assist with self-administration of medications. 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/guarding
 - b. List of the child's asthma triggers or allergies.

The board or 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 of 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 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.

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 employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handling 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 the swallowing of oral medications;
6. Assisting the removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. Junior high school and high schools students can carry medications with them if they have a letter on file in the office. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician’s name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student’s Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

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.

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

STUDENT _____ BIRTH DATE _____ LOCKER # _____
 Last First Middle BOY () GIRL () Month/Day/Year

PHYSICAL ADDRESS _____ TELEPHONE _____

MAILING ADDRESS _____ EMAIL ADDRESS _____

CITY _____ STATE _____ ZIP _____ GRADE ENTERING _____ SCHOOL _____

Father/Step Father/ Guardian (circle one) Mother/Step Mother/Guardian (circle one) If parent or guardian cannot be reached, call:
 Name _____ 1. _____
 Employer _____ Phone _____
 Work Phone _____ 2. _____
 Lives with _____ Name/Relationship _____
 Phone _____

Siblings _____

In case of accident or other emergency, if parent or guardian cannot be reached, I hereby authorize a representative of the school to make such arrangement as he/she considers necessary for my child to receive medical and/or hospital care, including necessary transportation. Under such circumstances, I further authorize the physician named below to undertake such care and treatment of my child as he/she considers necessary. In the event said doctor is not available, I authorize such care and treatment to be performed by any licensed physician or surgeon.

Family Physician _____ Address _____ Phone _____
The undersigned hereby agrees to bear all costs incurred as a result of the foregoing.

Insurance Carrier Name & ID# _____

Health Problems/Allergies _____

Parent/Guardian Signature _____ Date _____

MEDICATION POLICY INFORMATION

West Bonner County School District's medication policy allows students to bring medication to school **ONLY** with a "**Medication Administration**" form signed by a parent or guardian and notification of the school administrators. This means **all** forms of medication – BOTH prescriptive and over-the-counter, including but not limited to acetaminophen (Tylenol), ibuprofen, Aleve, vitamins, cough medication, cold medication, Pamprin, Midol, herbal supplements, etc. Medicine brought to school may not be shared with other students.

If your student's health requires taking medication at school a "**Medication Administration**" form must be filled out for **all** medicine brought to school. Please inform the school secretary of any health issues or concerns your student may have.

PRLHS has a small supply of ibuprofen and acetaminophen for the occasional headache. We can give these to your student only if we have a signed "**Medication Administration**" form on file. Please fill out the attached form and return to Nicole if you would like to give us permission to do so.

Date: _____

I hereby request school personnel of West Bonner County School District to give medicine to my child, _____.

Please check which medication(s) and dose(s) you wish to have your student receive.

Acetaminophen (Tylenol) 325 mg 650 mg

Ibuprofen (Advil, Motrin) 200 mg 400 mg

I give my permission for my above named child to have and/or take the above medication at school under the supervision of the school staff.

Signature of Parent of Guardian: _____

IMPORTANT NOTICE TO PARENTS

Concerning STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district only carries liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Please sign this form and return it to the school. This does not obligate you to purchase school insurance but makes you aware that it is available to you.

Sincerely,

Principal

_____ Yes I would like to purchase school insurance and my form is attached with my money.

_____ No, I would not like to purchase school insurance

Student's Name

Signature of Parent/Guardian

Date

West Bonner County School District

STUDENTS

3520

Contagious or Infectious Diseases

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have needed to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Exclusion for Head Lice

The school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit and lice free or until a licensed physician, public health nurse, school nurse or other person authorized by the Idaho Department of Health and Welfare determines that the student is no longer contagious. If the principal or designee later suspects or determines that the student is again contagious, the student will be excluded from school until the student meets the criteria set forth above.

Case Finding

1. At the beginning of each academic year, all students, Kindergarten through grade five (k-5) may be examined for head lice. Any new student may be examined upon request for entry to school.
2. When a case is found, all the students in the same classroom will be examined. Also, a notification of head lice letter will be sent home to the parent/guardian of each student in the classroom the same day the case of head lice is discovered.
3. If five (5) or more students in one school appear to be infested, an examination of the entire school will be done.
 - a. With five (5) infested students in one school, examinations of the entire school will be done every two (2) weeks.
 - b. During the intervening period, the health care provider will reexamine the infested students.

Administrative Handling

1. Each infestation will be recorded, indentifying the student's name, age, grade, teacher, bus number, date the infestation was discovered, type of treatment, and date student returned to school after treatment.
2. The parent/guardian of an infested student will be requested orally and in writing to come to school a take the student home. The parent/guardian will be shown some of the nits in order to:
 - a. Demonstrate that the student is infested; and
 - b. Enable the parent/guardian to see what a nit or louse looks like and thus gain the information needed to examine other family members for infestation.
3. Proof of treatment (note from physician or shampoo box top) must be given to the principal or designee prior to the student returning to school. The student will be reexamined for active pediculosis before readmission. If the student returns to school the same day as diagnosis and treatment, the student must wear a different set of clothing. If the student returns with proof of treatment, and if the principal or designee suspects or determines that the student is still contagious, the student may be refused readmission to school and sent home with a copy of a second letter to the parent/guarding. The parent/guardian will also be sent a separate letter. If a student has been treated at least

twice and is still coming to school with active pediculosis, the parent/guardian will be required to bring the student to school for seven (7) continuous school days to be checked before regular admission to school will be allowed.

4. If the principal or designee determines that the family cannot afford treatment, the principal may:
 - a. Request direct follow-up by the local health department; or
 - b. Arrange for medication to treat the infested student and infested members of his or her household. Medication may be furnished by the school district or by the principal or designee.

Preventing Transmission

1. When an outbreak of pediculosis occurs at school, classroom activities involving body-to-body or head-to-body contact between students will be temporarily suspended.
2. During an outbreak, group work around classroom tables will be temporarily suspended or every other chair spacing used.
3. During an outbreak, students riding school buses will be required to sit in assigned seats limited to two (2) students per seat.
4. During an outbreak, teachers are required to :
 - a. Assign coat hooks in the classroom.
 - b. Encourage students to keep hats in coat sleeves or pockets.
 - c. Segregate clothes where adequate facilities for hanging coats are not available.
 - d. Suspend play on carpeted areas.
 - e. During an outbreak, the bedding in the nurse's office must be changed after it is used by a student.

Legal Reference: I.C. § 33-512 Governance of Schools

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District No. 83

STUDENTS

3525

Immunization Requirements

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide a immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

Summary of Immunization Requirements			
Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses
Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses*
Hepatitis A	2 doses	0 doses	0 doses
Varicella	2 doses	0 doses	0 doses

Summary of Seventh Grade Immunization Requirements		
Immunization Requirement	Child admitted to 7 th grade prior to the 2011-2012 school year	Child admitted to the 7 th grade during the 2011-2012 school year and each year thereafter
Diphtheria, Tetanus, Pertussis	0 doses	1 dose
Meningococcal	0 doses	1 dose

Immunization Certification

The immunization record must be signed by a physician or physician's representative or another licensed health care professional including osteopaths, nurse practitioners, physicians' assistants, licensed professional nurses, registered nurses, and pharmacists stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements.
2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Reporting

The District shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, school district, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;

5. Number of children who meet all of the required immunizations listed in the tables above;
6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

Legal Reference:

I.C. § 39-4801	Immunization Required
I.C. § 39-4802	Exemptions
IDAPA 16.02.15	Immunization Requirements for Idaho School Children

Policy History:

Adopted on: October 11, 2011

Revised on:

West Bonner County School District

STUDENTS

3530

Suicide

Although neither a school district (nor a teacher) has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies, the District may, in its sole discretion, provide the following programs in order to prevent adolescent suicide by:

1. offering and providing help and assistance including early identification;
2. support and/or counseling by school support personnel for low-risk students;
3. referral to appropriate sources outside the school for high and moderate-risk students;
4. attendance to the rights of the student and his/her family; and
5. after care support by the school for faculty, staff, and students after a sudden death has occurred.

“Direct evidence” is defined as evidence which directly proves a fact without inference and which in itself, if true, conclusively establishes that fact. Direct evidence includes unequivocal and unambiguous oral or written statement by the student which would not cause a reasonable teacher to speculate regarding the existence of the fact in question. Direct evidence does not include equivocal or ambiguous oral or written statements by a student which would cause a reasonable teacher to speculate regarding the existence of the fact in question.

Legal Reference: I.C. § 33-512B Suicidal tendencies – Duty to warn.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3535

Do Not Resuscitate Orders

This district has a statutory duty to protect the health of all students enrolled in the district. Based upon this statutory duty, this district will not honor a Do Not Resuscitate (DNR) order presented by or on behalf of a student who has a terminal condition.

In the event a DNR order for a student enrolled in this district is presented to district personnel by the student or his or her parent/guardian, a copy of the order will be placed in the student's educational record. The individual presenting the DNR order will be informed of this policy.

In the event emergency medical services personnel are called by this district to assist a student, district personnel knowledgeable of a DNR order will make a reasonable effort to inform the medical services personnel of the DNR order. Emergency medical services personnel have statutory authority to follow a DNR order.

Definitions

“Do Not Resuscitate Order” or “DNR Order” means a documented directive from a licensed physician that emergency life-sustaining procedures should not be administered to a particular person.

“Emergency Medical Services Personnel” means the personnel of a service engaged in providing initial emergency medical assistance, including, but not limited to, first responders, emergency medical technicians, advanced emergency medical technicians, and paramedics.

“Life Sustaining Procedure” means cardiopulmonary resuscitation (CPR) or a component of CPR.

“Terminal Condition” means an incurable or irreversible condition that, without the administration of life-sustain procedures, will in the opinion of the attending physician, result in death within a relatively short time.

Legal Reference: Idaho Code Sections 33-512(4)
56-1020 through 56-1035

Czaplicki v. Gooding Joint School District No. 231, 775P.2d 640 (1989)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3540

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day to the school nurse.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Policy History:

Adopted on: March 12, 2008

Revised on:

Student Interviews, Interrogations or Arrests

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during the questioning of students.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the principal or designee may interrogate the suspected student without the prior consent of the student's parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribed by law. However, district personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal. If the law enforcement official chooses to proceed with the interview, it is our policy that an administrator be present if a student is to be interrogated.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the area administrator or district legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. **In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.**

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility

for the student. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the area administrator or legal counsel.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. District personnel are not, however, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview"—The questioning of a student who may be a witness or victim of an incident.
2. "Interrogation"—The questioning of a student suspected of violating Board and/or District policy, school rule or criminal law.
3. "Reasonable Grounds to Suspect"—More than a generalized suspicion or a mere hunch, but not requiring certainty, that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.
4. "Probable Cause"—A set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

Cross Reference: 4400 Relations with Law Enforcement and Child Protective Agencies
 4410 Investigations and Arrests by Police
 5260 Abused and Neglected Child Reporting

Legal Reference: I.C. § 6-904(1) Exceptions to Governmental Liability
 I.C. § 16-1605 Reporting of abuse, abandonment or neglect
 I.C. § 16-1606 Immunity
 I.C. § 16-1607 Reporting in bad faith—Civil Penalties
 I.C. § 16-1631 Authorization for Department to Act
 I.C. § 20-516 Apprehension and Release of Juvenile—Detention
 Idaho Attorney General Opinion 93-2

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3545F

Student Interviews, Interrogations or Arrests

Student Arrest Form

FORM FOR SIGNATURE OF ARRESTING OFFICER

I, _____, a duly sworn peace officer and member of the _____ Department, _____ division, have asked that _____, a student in the _____ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date _____ Signature _____

Time _____ Badge Number _____

School Action

Date and Time parents notified (if more than one attempt is made, include such information here

Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for witnessing Administrator

Policy History:

Adopted on: March 10, 2010

Revised on:

West Bonner County School District

STUDENTS

3550

Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3550P

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4410P.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Cross Reference: 4400

Relations with the Law Enforcement and Child Protective Agencies

Procedure History:

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3560

Video Surveillance

The Board believes that the use of video taping equipment can make positive contributions to the health, safety, and welfare of students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighted and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to school personnel or law enforcement officials.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Cross-Reference: 3570 Student Records

Legal Reference: I.C. § 33-512
Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995); Rife v. Long, 127 Idaho
841, 908 p.2d 143 (1995).
I.C. § 18-6701 et. seq.
34 C.F.R. Part 99
Family Educational Rights and Privacy Act (FERPA)

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

West Bonner County School District

STUDENTS

3570

Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The 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) notifies the school not to release this information.

The Superintendent shall implement this policy and State and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

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

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3570F

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain a file for each student that shall contain the information, including but not limited to the following:

- basic identifying information
- academic transcripts
- attendance record
- immunization records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- special education files
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record with parent/guardian permission. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or

out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6. **The right to request that student's information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

West Bonner County School District

STUDENTS

3570P

Student Records

Maintenance of School Student Records

The District maintains shall maintain a record for each student that shall contain information, including but not limited to the following:

- unique student identifier
- birth certificate
- proof of residency
- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- log pertaining to release of student's record
- disciplinary information

Information in student files shall be maintained as a permanent record of the District. These records will be scanned into a permanent record database. All original student record files will be destroyed. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The superintendent's designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or LEA or upon return to a school district or LEA after an absence no matter the length of absence.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the I.R.S. (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees of officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without

parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to or release information from a student's records pursuant to a court order, or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 5. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a

position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specifically of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release and the same information shall be recorded in the student's record log.

11. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
12. The District charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
13. A log of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other person. The log of release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the records custodian.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

name
address
gender
grade level
birth date and place
parents'/guardians' names and addresses
academic awards, degrees, and honors
information in relation to school-sponsored activities, organizations, and athletics

major field of study
period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except for grades, and references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefore;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

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
IDAPA 08.02.03.009

Procedure History:

Promulgated on: March 12, 2008
Revised on: September 9, 2009
Revised on: October 11, 2011

Relations with Non-custodial Parents

Access to Students

The parent with whom the student primarily resides shall be recognized by the district as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions on custody or visitation, such as: 1.) a final divorce decree; 2.) interim orders (in the case that the parents are separated); or 3.) a restraining order, the non-custodial parent, upon written request may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the superintendent, which curtails these specific rights.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately.

Access to Student Records

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. The school district reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Therefore, upon written request to their child's school principal, the school will subsequently and routinely mail to that parent copies of all school information which is normally sent home with the child. This will include mailings of copies of report cards, and class and school newsletters during the school year in which the request is made. Non-custodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

Parents, restricted by court order, will not be given access to school information regarding their child. Challenges to a parent's access to information will be referred to and investigated by the Superintendent. Individuals initiating challenges must provide documentation regarding court orders prohibiting access to information.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974
 Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802)
 regs. Implementing
 FERPA enacted as part of 438 of General Education Provisions Act (20
 U.S.C. 1232G) – parent and student privacy and other rights with respect
 to educational records

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

BOARD OF TRUSTEES

3610

Records of Missing Children

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in the District, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho state police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal Reference: I.C. § 18-4511 School Duties—Records of Missing Child—
Identification Upon Enrollment—Transfer of
Student Records

Policy History

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

STUDENTS

3620

Transfer of Student Records Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his record and exercise due diligence in obtaining the copy of the record requested.

The parent/guardian of a student transferring from out-of-state to this district is required by Idaho law, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. This information will be contained in a sealed envelope, marked to indicate the confidential nature of the contents, and addressed to the principal or other administrative offers of the school.

Failure of the parent/guardian to furnish the required records, or failure to request of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request, except as provided in 3605—Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the principal or other administrator of the receiving school.

No provisions exist for any school in this district to withhold a student's records until outstanding fines or fees are paid.

Cross Reference: 3570 - 3570P	Student Records
3610	Records of Missing Children
Legal Reference: I.C. § 18-4511	School Duties—Records of Missing Child—Identification
	Upon Enrollment—Transfer of Student Records
I.C. § 33-209	Transfer of school records - Duties

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4000

Goals

The Board, through the leadership of the Superintendent and the assistance of the total staff, will seek to enhance the District's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, understanding, trust and mutual support between the District and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs, activities and programs;
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students;
4. to promote understanding and cooperation between the schools and community groups.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4100

Public Relations

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the school's needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of district programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted On: March 12, 2008

Revised On:

West Bonner County School District

COMMUNITY RELATIONS

4105

Public Participation in Board Meeting

The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

NOTICE

Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session.

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

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

Please also see District Policy No. 4110 regarding public complaints.

At each Regular and Special meeting of the Board the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "REQUEST TO APPEAR BEFORE THE BOARD" form. Forms are available from the Board Secretary and will be available at each meeting. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to two (2) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the board a second time. Additionally, the Board Secretary will accept written comments for distribution to the Board.

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly

to Board Members. Materials may be presented or mailed to the Board Secretary at 221 Main Street, Priest River, Idaho 83856.

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

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

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

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

Legal Reference: I.C. § 33-512 (11)
 I.C. § 67-2345

Policy History

Promulgated on: March 12, 2008

Revised on:

REQUEST TO APPEAR BEFORE THE BOARD

NOTICE

Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session.

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

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, superintendent, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **two minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

REQUEST TO APPEAR BEFORE THE BOARD

NAME _____

ADDRESS _____

REPRESENTING _____

Brief Description of Reason to Appear Before the Board _____

Date: _____

West Bonner County School District

COMMUNITY RELATIONS

4110

Patron Complaints

The Board is interested in receiving valid complaints and suggestions. Patron complaints and suggestions shall be submitted on the Patron Complaint Form to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

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

Policy History:

Adopted on: March 12, 2008

Revised on:

WEST BONNER COUNTY School District

Concern You Would Like Addressed

(Please keep your presentation to one sheet. Thank you.)

Name: _____ Date _____

Mailing Address: _____

Phone Number(s): _____

Subject:

.....

Problem:

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Examples that validate the problem:

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Results:

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Suggested Solutions:

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Response Date: _____

Person Responding _____

Response to Concern

Person Responding _____ Response Date _____

Method used to communicate response: _____

Actions taken to investigate concern:

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People contacted in gathering information upon which to make decision:

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Findings of investigation:

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Decision:

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Results of communicating the decision:

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Signature

West Bonner County School District

COMMUNITY RELATIONS

4120

Patron Complaint Procedure

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the district employee, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Superintendent.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be referred to the board chairman for consideration on the school board agenda. Placement on the agenda will be either at the regular meeting or executive session, depending on circumstances. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4130

Public Access to District Website

In order to comply with various state laws and to ensure that the public is provided with web accessible information, the District shall develop and maintain a publically available internet based website for the posting of District information.

The District shall make available to the public on its internet based website the annual budget approved by the Board which will be posted thirty (30) days after its approval.

The District shall make available to the public on its internet based website any current master collective bargaining agreement approved by the Board.

The District shall make available to the public on its internet based website the posting of District expenditures that is easily accessible from the main District webpage. The expenditure data shall be provided as open structure data that can be downloaded by the public in one of the following formats:

1. Non-searchable PDF
2. Searchable PDF
3. Spreadsheet
4. Database

The District shall ensure that the expenditure website includes the following data concerning all expenditures made by the District:

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

The District shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with the District's records retention policy.

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted on: March 12, 2008

Revised on: October 11, 2011

West Bonner County School District

COMMUNITY RELATIONS

4130F

District Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Record(s) Requested: _____

To Be Completed By District Personnel:

Date Request Received in District Office: _____

10-Day Extension Requested. Document(s)/Item(s) Due: _____

Record Requested Granted. Date Mailed to Requester: _____

Record Request Partially Denied. Date Letter Mailed to Requester: _____

Record Request Denied. Date Letter Mailed to Patron: _____

District Personnel Comments/Notes: _____

Cross Reference: 1530 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4140

Visitors to the Schools

While the District encourages visits by Board members, parents and citizens to all District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance required that all visitors must first report to the administrative office. This includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference/prep time.

Loitering/Unauthorized Persons

The Principal has the authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of district policy may lead to removal from the building or grounds and denial of further access to district buildings or grounds.

Employees shall report to the Principal any person loitering on or near a school building or school grounds. The Principal may request such unauthorized individual to leave or remove him/her from the school premises or area. If the individual does not leave voluntarily or resists removal, school resource officer shall be notified and requested to assist in the removal. The Principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in, about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross Reference: 4320
4420

Disruption of School Operations
Sex Offenders

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

West Bonner County School District

COMMUNITY RELATIONS

4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date (*for districts having fifty (50) or more full- or part-time employees*).
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Cross Reference: 3210

Uniform Grievance Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4160

Notice to Parents Required by No Child Left Behind Act of 2001 (“NCLB”)

*NOTE: This list of parental notice requirements may not be exhaustive. The only notices applying to districts that do **not** receive Title I funds are those regarding student privacy. The notices described in this administrative procedure are paraphrased; please see the specific and current NCLB section cited for the exact requirements.*

Improving Basic Programs Operated by Local Educational Agencies

1. As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 - a. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - b. Whether the teacher is teaching under emergency or other provisional status.
 - c. The teacher’s baccalaureate degree major and any other graduate certifications or degrees.
 - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent’s child in each of the state academic assessments.
3. As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent’s child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

Limited English Proficient Students

1. As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child’s level of English proficiency, instructional method, how their child’s program will meet the child’s needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.
2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on

the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.

3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

Academic Assessment and Local Agency and School Improvement

1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):
 - a. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;
 - b. The reasons for the identification;
 - c. An explanation of what the school identified for school improvement is doing to address the problem;
 - d. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;
 - e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 - f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).
2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.
3. As required by NCLB – school status = school improvement year 2 - § 1116(e)(2)(A): The district shall provide annual notice to parents of:
 - a. The availability of supplemental education services;
 - b. The identity of approved providers of those services within the district or whose

- services are reasonably available in neighboring districts; and
- c. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.

Parental Involvement

1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. As required by NCLB § 1118(c): Each school shall:
 - a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;
 - b. Offer a flexible number of meetings;
 - c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);
 - d. Provide parents of participating children:
 - Timely information about programs under this part;
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Education of Homeless Children and Youths

1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
Shall be signed by the parent or guardian;
 - a. Sets forth the general rights provided under this subtitle;
 - b. Specifically states:
 - The choice of schools homeless children and youths are eligible to attend;
 - That no homeless child or youth is required to attend a separate school for homeless children or youths;

- That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
 - That homeless children and youths should not be stigmatized by school personnel;
- c. Includes contact information for the local liaison for the homeless children and youths.
2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
 3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

Persistently Dangerous Schools

Proposed by the Idaho Department of Education, Bureau of Federal Programs.

If the district is identified as a persistently dangerous school,¹ the district must, in a timely manner:

1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.

¹ **How is it be determined if an Idaho School is “persistently dangerous” under Sec. 9532 of the ESEA?**

The Department of Education gathers school district data through the annual SDFS evaluation. A persistently dangerous school **must meet all of the following criteria for three consecutive years:**

- Student suspension or expulsion for criminally injurious conduct (Defined by Idaho Criminal Code, Section 72-1003(7)(a) -homicide, rape, robbery, aggravated battery, aggravate assault, assault with intent to commit serious felony, battery with intent to commit a serious felony, administration of poison with intent to kill, and mayhem)and
- Weapons-related violations, ID Code 18-3302D(2)(a)(b), or criminally injurious conduct committed by a students or a non-students on school property,

Any school that has suspended or expelled 1% of the students body or 5 students, whichever number is higher, for weapon-related offenses or criminally injurious conduct for three or more consecutive years will be determined persistently dangerous.

Schools with more than 500 students may use the formula in the Appendix to calculate their current rate of violence-related suspensions / expulsions. Schools with 500 or fewer students may us the number 5 as the threshold criteria. Any school meeting one or both of these criteria a second consecutive year will be required to identify the problems and implement a corrective action plan to ensure a safe school environment for students.

2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students.
3. For those students who accept the offer, complete the transfer.

In addition a district must also:

1. Develop a corrective action plan; and
2. Implement the plan in a timely manner.

Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.

Student Privacy

1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:
 - a. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4200

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent and the Board in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Secret Societies Prohibited

No person, group or organization will establish a fraternity, sorority or secret society whose membership is comprised in whole or in part of students enrolled in the public elementary or secondary schools in this district, or solicit a student to become a member of such organization; nor will students enrolled in any of this district's public schools become a member of such organization, or pledge himself or herself to become a member of any such organization.

A fraternity, sorority or secret society will be interpreted as any organization, the active membership or such is comprised in whole or in part of students enrolled in this district's schools, and which exists or perpetuates itself wholly or partly by selecting members on the basis of decision of its membership rather than upon the basis of the right of any student, qualified by the rules and regulations of the school, to be a member. The definition will not be construed to include organizations institutionally sponsored by agencies of public welfare, such as the Boy Scouts of America, Girl Scouts of America, Campfire Girls, the YMCA and YWCA, and similar organizations.

The board may withdraw the rights and privileges of students participating in such secret society or fraternity or sorority, may deny graduation, deprive students of credit, or suspend or expel such students.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal.

The principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs.

Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Public Performance by Students

Student groups, with the permission of the building principal, may participate in nonschool sponsored public events if such participation furthers an educational objective. A student's participation in any nonschool sponsored event must be voluntary.

School groups desiring to participate in public events outside of the district wherein these events are not a regularly scheduled activity of the school must request permission to participate from the building principal at least thirty (30) days in advance of the anticipated activity. If any expenditure of school funds is required, prior approval must come from the board or its designee.

Regular field trip policies and procedures apply.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4210

Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Proper protection, safety and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.
I.C. § 33-602 Use of school property or buildings for senior citizen centers
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4210F

Fee Schedule for Community Use of School Facilities

All fees indicated below are per hour.

Building/Area	Category 1	Category 2	Category 3
High School:			
Fields when no admission is charged	No Charge	No Charge	Negotiate with Superintendent
Fields when admission is charged	No Charge	No Charge	Negotiate with Superintendent
Gym when no admission is charged	No Charge	\$15	\$20
Gym when admission is charged	No Charge	\$15	\$20
Kitchen without kitchen equipment*	Negotiate with Superintendent	\$35	Negotiate with Superintendent
Kitchen with kitchen equipment*	Negotiate with Superintendent	\$35	Negotiate with Superintendent
Lunchroom	No Charge	\$5	\$10
Home Ec Room	No Charge	\$10	\$20
Classroom	No Charge	\$5	\$10

*When kitchen equipment is used, a school cook must be present.

Building/Area	Category 1	Category 2	Category 3
Junior High School:			
Gym when no admission is charged	No Charge	\$15	\$20
Gym when admission is charged	No Charge	\$15	\$20
Cafeteria with/without kitchen equipment*	Negotiate with Superintendent	\$35	Negotiate with Superintendent
Lunchroom	No Charge	\$5	\$10
Classrooms	No Charge	\$5	\$10
Fields	No Charge	No Charge	Negotiate with

			Superintenden t
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Building/Area	Category 1	Category 2	Category 3
Elementary:			
Gym when no admission is charged	No Charge	\$15	\$20
Gym when admission is charged	No Charge	\$15	\$20
Kitchen with/without kitchen equipment	Negotiate with Superintenden t	\$35	Negotiate with Superintenden t
Lunchroom	No Charge	\$5	\$10
Classroom	No Charge	\$5	\$10
Fields	No Charge	No Charge	Negotiate with Superintenden t

Building/Area	Category 1	Category 2	Category 3
Use of any Classroom (per classroom):			
When no admission is charged			
When admission is charged			

All charges are based on a per-day charge. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$20 per hour for such additional employee.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4210P

Community Use of School Facilities

Facility Use Applications:

Applications requesting use of the school facility must be presented to the building Principal at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of the school or district.
- b. The content of the activity should be reasonably appropriate in a school setting.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

For available facilities and times, please view the school district web site at www.sd83.k12.id.us.

Right of Refusal:

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings. The building principals reserve the authority to deny use of the District facilities for good cause.

Fees:

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

For rental purposes, the organizations seeking the use of the school facility have been divided into three categories, please see 4210F for all fee amounts:

Category 1

Groups in this category are basically community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are non-paid adults and whose main

purpose is to in some way educate the youngest member. These groups will not be charged a rental fee for the use of the buildings. However, they will be charged custodial fees should their use of the facility require man-hours beyond those which the custodial staff would have needed had the building not been used by the community group.

No charge will be made for any school activities including:

- Girl/Boy Scouts, 4-H Groups, Campfire Groups
- Junior Miss
- PRYAA, AAU
- PTO, PTA or other parent teacher organizations
- WBCEA
- Board of Trustees Activities
- Administration organized meetings/workshops, etc.
- Fire Department
- Red Cross

Category 2

This category includes all community non-profit organization with IRS Section 501- (c) 3 status (IRS numbers) and community groups of people who wish to use facilities owned by the school district for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or other activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate, which will recover utility, capital expense, maintenance, energy and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, custodial costs will also be charged.

Category 3

This group shall include all for-profit organizations not listed in #1 or #2 and non-profit organizations from outside the community. Charge for the use of school facilities in the Category 3 groups shall be double that charge for Category 2 above. The charge for custodial fees shall be 110% of Category 2, above.

The following Custodial Fees apply:

1. \$20 when the custodian is required to open and close the building, but is not required to supervise or clean after the activity.
2. When a custodian is required to open, clean, and close an area, they will receive the appropriate overtime rate. The custodian must arrive one-half hour before the meeting starts, supervise lighting, heating, ventilation, supervise appropriate building use, clean as needed, and secure the building at the close of the activity. The charge to the user for full custodial services would be \$20 per hour per person.
3. If the district is able to attain a substitute custodian to clean the building, the charge for the user for this service would be \$10 per hour per person.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. All fees/charges are before facility is used and renter will not be allowed to use the building until all fees/charges have been paid in full.

Tables and Chairs

The District will charge a pre-paid fee of \$5 per table per day and 50 cents per chair per day to all community individuals or non-public agencies using these items off school premises. The renting individual or agency will also pay for any district costs associated with transporting these items, as well as all costs for replacement of any items lost or damaged during use. The funds collected for rental of these items will be placed in an account for purchase of replacing tables and/or chairs. District personnel and the renting individual/agency will inventory the number and condition of all items when they are taken and when they are returned to the district.

Keys/Card Keys:

Arrangements for Open/Close are the responsibility of the User. Contact the building Principal if access will occur after school hours. There is a \$15 refundable key deposit, which will be forfeited if the key/card key is not returned on the agreed upon date entered on the Facility Use Agreement - 4220. If keys are not returned the Facilities Director is to be contacted immediately to deactivate card keys.

Only a custodian, administrator, or teacher may allow admittance to any building. The building principal for one-time use may give out keys. No non-school person may have a building key on a semi-permanent or permanent basis.

Insurance Coverage:

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the _____ West Bonner County School District as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event. **All non-school groups must have proof of liability insurance on file at the District Office.**

Each group is responsible to see that only its members are admitted.

Groups or individuals who use school property are responsible for any and all people they admit during their rental time. It is recommended that groups limit access to facilities to their group or provide a person to monitor activity by members of the public who just show up. In any case, the renting group will be held responsible for the behavior of all people during their rental time.

School Equipment:

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-district personnel unless otherwise provided for in policy.

Each group is to use its own equipment, not that of the school unless special arrangements are made in advance. Under no conditions shall materials or equipment be taken from students' lockers or desks.

Proper and accepted footwear shall be worn to ensure care of gym floors. Use of the gym can be cancelled immediately if not observed.

Supervision

At least one District employee must be on hand, paid for by the organization, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the District for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

Because of the value of the District's playing fields and the community's total recreational opportunity, all residents may use the fields. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damage or undue wear or pose a hazard to children or others. Activities, which endanger others or cause damage to field and lawns, are prohibited. Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to obtain restitution for the damage.

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:

- a. If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.
 - b. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Athletic Director, High School Principal, Superintendent (in that order.)
3. All equipment items the rental group desires must be listed on the rental agreement.
 4. Requests for night rentals will be reviewed on a case-by-case basis.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.
I.C. § 33-602 Use of school property or buildings for senior citizen centers
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: March 12, 2008

Revised on:

COMMUNITY RELATIONS

FACILITIES USE AGREEMENT

- This form must be submitted to the school or district office 10 days prior to the requested usage.
- Please check our District Web Site -www.sd83.k12.id.us – for available facilities and times.
- Please note, in the event a school function has been rescheduled due to unforeseen circumstances, non-school functions may be bumped or rescheduled.

Date Submitted: _____ Contact Person: _____

Organization or Individual Requesting Facility Use: _____

Mailing Address: _____ Phone: _____

Email Address: _____ Cell Phone: _____

School Site Requested: _____ Facility Requested: _____

Please Note: A member of the kitchen staff must be present anytime use of the kitchen is requested. It is the responsibility of the requestor to compensate the kitchen personnel for their time.

Date(s) & Time(s) of Requested Use: _____

If more the five dates/times are requested, please attach a list

Purpose of Use: _____

Type of activity: Fundraiser Non-Profit Private/Commercial Other _____

Services Needed: Open/Close Custodial Kitchen Equipment Other _____

Requestor may be required to have a **Certificate of Insurance** on file at the District Office. If there is not a valid certificate on file, your use of facilities may be denied until one is submitted.

Do you have a valid Certificate of Insurance on file at the District Office? ___ YES ___ NO

Important: You are required to clean up and return your meeting area to its original condition. If the District has to clean or repair the facility after your usage, you will be responsible for wages or materials used and repairs.

Keys/Card Lock: Arrangements for Open/Close are the responsibility of the user. Contact the building Principal if access will occur during school hours. There is a **\$15 refundable key/card lock** deposit, which **will be forfeited if the key/Card Lock is not returned** by the agreed upon date entered on this form.

Do you require a key/card lock for building access? YES NO

If you answered YES above:

What date and time will you pick up the key/card lock for the building? _____

What date and time will you return the key/card lock for the building? _____

(All keys/card locks must be returned within 3 days after usage)

OFFICE USE

Approval of Facility Use

Facility Request Approved: YES NO

Principal's Signature: _____ Date: _____

All category three renters (Private/Commercial Users) will require superintendent and/or board approval.

Superintendent/Board Signature: _____ Date _____

Upon final approval, building principal or designee will notify the requestor the form is approved and make other applicable arrangements.

Note to building: Enter usage information on the District Calendar

Key/Card Lock: Building principal or designee must collect \$15 key/card lock deposit.
This form may serve as verification.

Key/Card Lock collected by: _____ Date: _____

Building: _____ Requestor: _____ Receipt # _____

Key/Card Lock Return Information

Was the key/card lock returned on the agreed upon date? YES NO

Key/Card Lock deposit refunded to: _____
Renter's Signature

If you answered NO to the above, please forward the \$15 deposit to the District Office for deposit and contact the Facilities Director immediately to deactivate the key card.

Other Fees to be charged to renter:

Rental Fee: \$ _____ Open/Close Fee: \$ _____

Utility Fee: \$ _____ Custodial Hours: \$ _____

Kitchen Hours: \$ _____

Did your custodian report any damage to the building? YES NO

If there was damage, please have the maintenance/custodial department assess the damage to determine charge user is responsible to pay.

Estimated Damage Cost: \$ _____

Note to Buildings: For all usage other than category three usages, please submit this entire form to the District Office after key/card lock has been returned and other applicable fees/charges/hours have been entered on this form. For category three usages, please submit this form to the Superintendent for approval; after approval it will be returned to you to complete as stated above. All rent is due prior to usage. (All Facility Use Agreements must be submitted to FacilitiesOffice)

West Bonner County School District

COMMUNITY RELATIONS

4225

Equipment Usage

The District athletic equipment will not be loaned out except under the provisions in the last paragraph of this policy.

For liability reasons, use of school equipment by any group or individual, other than for school sponsored events, is discouraged. In all cases where equipment is used by non-school groups, a liability release will be required.

Use of equipment will not be available to non-school groups. Equipment such as pitching machines, catcher's gear, shoulder pads, helmets, weight room equipment, blocking dummies and sleds, pole vault and high jump equipment and mats, meet hurdles, starting blocks, and wrestling mats are available for use by school district classes and athletic teams only. This does not include Freestyle Wrestling's use of the mats.

Different pieces of equipment such as practice hurdles, pole vault equipment, etc. may be used by district athletes for practice during non-scheduled practice times. These must be checked out through the athletic director and a waiver must be signed by the parent/guardian releasing the District of any liability.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4230

Use of School Property for Posting Notices

Non-school related organizations may ask the building principal permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Advertising (including donation acknowledgments) on signs, scoreboards, etc. by commercial companies is limited to renewable six-year periods. The Board of Trustees must approve all signs, scoreboards, etc. prior to installation. Maintenance of the signs, scoreboards, etc. is the responsibility of the district. At the end of the six-year agreements, the signs, scoreboards, etc. will be removed or another agreement/contract will be executed.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4240

Distribution of Fund Drive Literature Through Students

It is the policy of this District to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the District request permission to participate in such activity.

Students and district employees may voluntarily participate in philanthropic fund drives, local or national, but compulsory participation will be prohibited.

No organization or individual will be allowed to solicit or collect money from individual students during school hours without prior authorization from the principal.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4250

Public Performance by Students

Student groups, with the permission of the building principal, may participate in non school sponsored public events if such participation furthers an educational objective. A student's participation in any non school sponsored event must be voluntary.

School groups desiring to participate in public events outside of the district wherein these events are not a regularly scheduled activity of the school must request permission to participate from the building principal at least thirty (30) days in advance of the anticipated activity. If any expenditure of school funds is required, prior approval must come from the board or its designee.

Legal Reference: Idaho Code Section 33-506

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4300

Conduct on School Property

In addition to prohibitions stated in other District policies, no person, including a student, on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Idaho or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Willfully violate other District rules and regulations; or
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the District's administrators.

"School grounds" means on the property of or in a public or private elementary school or secondary school.

"Dangerous or deadly weapon" means a weapon, device, instrument, substance or material that is used for or capable of causing serious bodily injury or death.

"Firearm" means any weapon, whether loaded or unloaded, that a shot, projectile or other object may be discharged by force of explosion, combustion, gas and/or mechanical means, regardless if such weapon is operable.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing
3330 Student Discipline
4320 Disruption of School Operations

Legal Reference: 20 U.S.C. § 6081 Pro-Children Act of 1994
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-205 Denial of school attendance

I.C. § 33-512 Maintenance of schools
I.C. § 39-5503 Prohibitions – Exceptions

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4310

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4320

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the District, the staff member in charge shall immediately notify the school resource officer of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4140

Visitors to the Schools

Legal Reference: I.C. § 33-512

Governance of schools

I.C. § 33-205

Denial of school attendance

I.C. § 33-1222

Freedom from abuse

I.C. § 18-916

Abuse of school teachers

I.C. § 18-6409

Disturbing the peace

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4330

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. using vulgar or obscene language or gestures;
2. possessing or being under the influence of any alcoholic beverage or illegal substance;
3. possessing a weapon;
4. fighting or otherwise striking or threatening another person;
5. failing to obey the instructions of a security officer or school district employee; and
6. engaging in any activity which is illegal or disruptive of the educational process.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied.

Legal Reference: I.C. § 33-205 Denial of school attendance
I.C. § 33-512 Governance of schools
I.C. § 33-1222 Freedom of Abuse
I.C. § 18-916 Abuse of school teachers
I.C. § 18-6409 Disturbing the peace

Policy History

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4400

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agencies may be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agencies.

The District shall strive to develop and maintain cooperative working relationships with ~~the~~ law enforcement agencies.

Cross Reference:	3545	Student Interviews, Interrogations or Arrests
	4320	Disruption of School Operations
	4410	Investigations and Arrests by Police
	5260	Abused and Neglected Child Reporting

Legal Reference:	I.C. § 33-205	Denial of school attendance
	I.C. § 33-1605	Reporting of Abuse, abandonment or neglect

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4410

Investigations and Arrests by Police

All contact between the school and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or Superintendent.

- A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
- B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained and an administrator or school resource officer must be present;
- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning;
- F. If the parents are notified and able to attend, they should be allowed to be present at the interview, unless it is abuse. The administrator or other district authority should be present at the interview, but should not take part in any questioning. The administrator or other district authority should at all times remain a neutral observer.

Cross Reference: 5260 Abused and Neglected Child Reporting
 3545 Student Interviews, Interrogations or Arrests

Policy History:

Adopted on: March 12, 2008

Revised on:

Sex Offenders

The West Bonner County School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy.

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone or email to make an appointment. Conferences with teachers are to be held outside school hours or during the teacher’s conference/preparation period.

The District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface District property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee’s directive.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity..
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The posted notices required in this section shall be at least one hundred (100) square inches, make reference to I.C. 18-8329, including the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one (1) notice posted every six hundred (600) feet along the property line.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled extra curricular school event with school officials as a parent or legal guardian of a child who is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.
- G. Is exercising his or right to vote in public elections;
- H. Is taking delivery of his mail through an official post office located on school grounds;
- I. Has written permission from a school principal, vice-principal, or the equivalent, to be on the school grounds or upon other property posted with a written notice that the property is used by a school; or

- J. Stays at a homeless shelter or resides at a recover facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

Sex Offender Registry Notification

The Superintendent or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

Staff Notification

At a quarterly meeting, the building principal shall disseminate sex offender registry information received. The principal shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code 18-8326. Employees who share registry information with others may be disciplined.

Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact the school resource officer and/or law enforcement, if appropriate.
- If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Juvenile Sex Offenders

Pursuant to the Juvenile Sex Offender Act, the state superintendent of public instruction will notify the district regarding the enrollment of a registered juvenile sex offender in the district. The state superintendent of public instruction will also notify the district, or a school in the district, of the offender's probationary status or treatment status, if known.

The term "juvenile sex offender" means a person who was between fourteen (14) years of age to eighteen (18) years of age at the time the qualifying sex offense was committed and who:

1. On or after July 1, 1998, was adjudicated delinquent under the juvenile corrections act for an action that would be a sex offense if committed by an adult, including the crime, attempt, solicitation or conspiracy to commit the following: sexual abuse of a child under sixteen (16) years of age; ritualized abuse of a child; sexual exploitation of a child; possession of sexually exploitative material for other than a commercial purpose; lewd conduct with a minor child; sexual battery of a minor child sixteen (16) or seventeen (17) years of age; male rape; crime against nature; forcible sexual penetration by use of a foreign object; or
2. As of July 1, 1998, is serving formal probation, a period of detention, or commitment to the department of juvenile corrections as the result of sentencing imposed under Idaho Code section 20-520 for an action as described in time one (1) above; or
3. Was adjudicated delinquent in another state for an action that is substantially equivalent to the offenses describe in item One (1) of the enumerated list and is subject on or after July 1, 1998, to Idaho court jurisdiction under the interstate compact on juveniles; or
4. Is required to register in another state for having committed a sex offence in the state regardless of the date of the offence or its adjudication.

Administrative Action

If the principal or designee becomes aware that a juvenile sex offender is enrolled in a district school, the principal or designee will take the following action:

1. Request information regarding the student's juvenile record and any information regarding the offense committed, adjudication, probationary status and treatment status from the department of law enforcement and/or the superintendent of public instruction.
2. Convene a meeting to determine what administrative action, if any, should be taken; the sole purpose of any such administrative action will be to protect the health and safety of all students.

The meeting will include individuals deemed necessary by the principal or designee, including, but not limited to, the juvenile's teacher(s), school counselor, probation officer, and other individuals whose expertise may assist the principal in determining the safety risk posed by the juvenile. The principal may also seek input from the juvenile and/or his or her parent/guardian. Among other administrative acts discussed, the members of the meeting may discuss whether written notice to other parents/guardians that a particular student is on the juvenile sex offender registry is warranted. The meeting will occur as soon as possible, but in no case more than five

(5) school days from when the principal or designee first becomes aware that a juvenile sex offender is enrolled in a district school.

After reviewing all factors, the principal will determine what action, if any, the school will take to supervise a juvenile sex offender under this policy. The principal will notify, in writing, the juvenile's parent/guardian of the determination and advise them that they may request a review by the board. The principal's determination may be reviewed by the board, if requested by the parent/guardian within (10) days. The board's decision is final.

Pending a decision as to what administrative action, if any, will be taken, the juvenile sex offender will be closely supervised at all times by a one-to-one aide or other means as appropriate. Decision about administrative actions regarding juvenile sex offenders will be made on a case-by-case basis. The principal will convene a meeting to review the administrative actions regarding juvenile sex offenders annually or more frequently, if determined to be necessary by the principal.

Written Notice

If deemed necessary to protect students, staff or other individuals, the district may provide written notice that a particular student is on the juvenile sex offender registry. The notice will be provided by sending a letter to the parents/guardians of students whose health and safety may need to be protected. The notice will identify the student and will contain the following cautionary statement:

The information contained in this notice as received from the superintendent of public instruction in compliance with Juvenile Sexual Offender Registration Notification and Community Right-to Know Act, Idaho Code Section 18-8401, et seq. The district is not able to guarantee the completeness and accuracy of the registry information. Any individual who uses the information to commit a crime, or cause physical harm to any person or damage to property is guilty of a misdemeanor, and subject to imprisonment in the county jail for a period not to exceed one (1) year, or by fine not to exceed one thousand dollars (\$1,000) or both.

Exemption From Civil Liability

School district personnel do not have a duty to inquire, investigate or disclose any information regarding registered sex offenders enrolled in the district, nor will school district personnel be held liable for failure to disclose any information regarding registered sex offenders to any person or entity. School district personnel who, action without malice or criminal intent, obtain or disseminate information under the Juvenile Sex Offender Act are immune from civil liability for any damages claimed as a result of such disclosures made or received.

Penalties for Misuse of Information

School district personnel will not use information obtained pursuant to the Juvenile Sex Offender Act to commit a crime or to cause physical harm to any person or damage to property. Misuse of information regarding a juvenile sex offender may result in the individual being found guilty of a

misdemeanor and subject to imprisonment for no more than one (1) year and/or a fine of not more than \$1,000.

Special Education

An Individualized Education Program (IEP) team will take appropriate action when dealing with a juvenile sex offender in these situations:

The student has a valid IEP.

The district determines that an evaluation is necessary to determine whether the student qualifies for special education and related services.

The parent/guardian requests that the student be evaluated for special education and related services.

Legal Reference:	I.C. § 18-8323	Public Access to Sexual Offender Registry Information
	I.C. § 18-8324	Dissemination of Registry Information
	I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. § 18-916	Abuse of School Teachers
	I.C. § 33-512(11)	Governance of Schools
	I.C. § 18-8401 et seq	Juvenile Sex Offender Registration
	I.C. § 18-8301 et seq	Juvenile Sex Offender Registration
	I.C. § 18-8323	Juvenile Sex Offender Registration

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

COMMUNITY RELATIONS

4420F

Sex Offenders

**LETTER TO PARENTS REGARDING VISITS TO SCHOOL
BY CONVICTED SEX OFFENDERS**

Dear Parents/Guardians:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:
http://www.isp.state.id.us/identification/sex_offender/index.html

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you are parent/guardian who is a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where your child is enrolled. If you have children attending more than one school, you must complete this form for each school. The district will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A CONVICTED SEX OFFENDER

Student's Name (please print)

School

Name of Parent/Guardian (please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Superintendent's office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Superintendent or designee shall provide the details of the sex offender's upcoming visit to the building principal. The Superintendent, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

TO BE COMPLETED IF YOU ARE A CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY

A convicted sex offender who is not a parent/guardian of a student enrolled in the District must complete this form in order to seek permission to visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the building principal's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by District personnel only:

Permission Granted

Permission Denied

Signature
(Superintendent, Designee, or Board President)

Date

Visit Supervision:

Time In: _____

Time Out: _____

Signature of Supervisor
(Building Principal or other certified employee)

Date

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

COMMUNITY RELATIONS

4420F(2)

Sex Offenders

**LETTER TO EMPLOYERS & CONTRACTORS
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS**

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building principal prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School that the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender
(please print)

Date

Signature

Date

- You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

COMMUNITY RELATIONS

4500

Public Gifts/Donations to the Schools

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the Board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by the district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objective (with particular emphasis on the goal of providing equitable educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations.

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in the district which could restrict gifts purchased by the parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board's approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the board.

Provided, all conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Gifts to Personnel

No employee of the district will solicit or encourage solicitation of gifts for himself or herself. District employees are urged to refuse to accept any gift that would tend to place them or the district in a compromised or embarrassed position. Teachers are specifically directed not to obligate themselves to give prizes or awards of any intrinsic value to students, or to accept gifts of consequence from students.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C §1681, et seq.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4500R

Public Gifts/Donations to the Schools (Regulations)

The following basic principles shall apply to all gifts accepted by the school district:

1. Gifts to employed “regular” full- or part-time personnel shall be discouraged.
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by the district shall be discouraged.
5. Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
6. Any purchases to be funded by a cash donation must be processed in accordance with district policy.
7. Gifts that meet the definition of a fixed asset as outlined in the district policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the superintendent or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the board of trustees.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4510R

Public Gifts to the Schools:

Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the district. If items are not new, the condition or the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the building principal prior to filing a request with the central office.
3. After discussion with the building principal, the organization will submit a written request to the director of property services specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by a committee appointed by the superintendent or designee. The committee will use the following criteria in evaluating the proposed project:
 - a. Educational value to the student body;
 - b. Cost factors in relation to the board of education's approved budget:
 - i. Immediate costs such as installation or remodeling,
 - ii. Long-range costs such as operation and maintenance,
 - iii. Replacement costs when the item is no longer operable.
 - c. Technical quality of the proposed donated item;
 - d. Commitment of the donating organization to continuance of the project.

5. Based upon the committee's evaluation and recommendations, the superintendent will approve or disapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.
6. If a project is disapproved by the committee and the superintendent, the requesting organization may appeal the decision to the board of education.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4600

Volunteer Assistance

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 superintendent or designee shall be responsible for developing and implementing procedures for the 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 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Policy History:

Adopted on: March 12, 2008

Revised on:

WEST BONNER COUNTY SCHOOL DISTRICT NO. 83

VOLUNTEER APPLICATION

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. A criminal history/fingerprint check will be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: _____

City of Birth: _____ State of Birth: _____

Gender: _____ Race: _____

Home Phone: (208) _____ Business Phone: (208) _____

Home Address: _____

City: _____ State: _____ Zip: _____

School Selection:

1. List all schools where you will volunteer:

_____	_____
_____	_____
_____	_____

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Education Information:

Provide highest level of education completed: _____

Employment Information:

Current Employer: _____

Address: _____

Position: _____

Years with Employer: _____

Past Volunteer Experience:

Name of Organization: _____

Contact Name: _____

Address: _____

Can we contact Supervisor? Yes No

Name of Supervisor & Supervisor's Position: _____

Phone Number: _____

When did you volunteer? From: _____ To: _____

References:

List two references who have known you for at least one year and are not related to you. Please notify your references to expect us to contact them.

Name # 1: _____
Phone: _____
Relationship: _____
Email: _____

Name # 2: _____
Phone: _____
Relationship: _____
Email: _____

Background Security Information:

To safeguard the children we serve, West Bonner County School District screens volunteer applicants. All information is confidential and will not be shared.

Yes No I will cooperate with the _____ School District in obtaining fingerprint background check.

Yes No Have you ever been convicted of a felony? If yes, explain:

Yes No Have you ever committed any criminal offenses against a minor?

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify West Bonner County School District from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature

Name Printed

Date

West Bonner County School District

COMMUNITY RELATIONS

4600F(3)

Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the West Bonner County School District requires all Volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

4600P

Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. When available, all volunteers must complete a screening process prior to entering a building that will allow educational facilities to control campus security. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements.

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he/she may not perform volunteer services in the District.

Background Check.

The District shall pursue software that will aid educational facilities in tracking visitors, students, faculty and volunteers to help control campus security.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the

circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training.

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Lecturing on special topics
- Assisting in technology
- Helping set up science experiments
- Acting as hostess for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
 - Volunteer guidelines, policies and procedures
 - Expectations for creating positive school climate
 - Safety and security issues

- Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
 - Transportation
 - Dress Code
 - Sexual Harassment
 - Blood borne pathogens
- D. Volunteers may receive initial training from any West Bonner school or from the district office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the District rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.
- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.

West Bonner County School District

PERSONNEL

5000

Board Goal/Personnel

The human resources of the District are valuable and significant in creating an effective educational program and learning environment. Schools function most efficiently and successfully when highly qualified individuals are employed to staff the needs of the District. Opportunities for staff development should be provided periodically. Supervision is a necessary, ongoing function of the District's leadership. The board seeks to promote an efficient and positive school climate in all educational endeavors, in order that students may work toward their greatest potential, and the community will be proud of its investment.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

The Board of Trustees has approved hiring procedures. It is the policy of the school district that these procedures be followed.

In the event of a vacancy for its superintendent, the Board will devise an appropriate procedure.

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 is the policy of the board to recruit and retain the highest caliber of professional, certificated personnel and non-certificated employees.

It is the policy of the board to encourage the continued professional preparation of all certificated personnel.

It is the policy of the board to appoint all personnel only upon the recommendation of the superintendent.

Policy History:

Adopted on: May 9, 2007

Revised on: March 12, 2008

West Bonner County School District

PERSONNEL

5100

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent may involve various administrative and teaching staff personnel as may be needed in recruiting staff personnel. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

To aid in obtaining quality staff members, the following factors will be considered: training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

Guidelines

1. There will be no discrimination in the hiring process due to age, sex, creed, color, race, national origin or handicapping condition. See Policy 5120.
2. Candidates for teaching positions shall provide evidence of meeting State requirements for regular certification. In cases of absolute necessity, holders of a letter of authorization may be employed in a regular full-time capacity, not to exceed one year, and only upon receiving prior approval from the Idaho State Department of Education.
3. Candidates for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary candidates should have a major or its equivalent in elementary education or in the special area of assignment(s).
4. Candidates for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).
5. When considering coaching assignments, first preference will be given to a qualified teacher in the school where the vacancy exists, second preference to a qualified teacher within the district or if applicable a qualified district employee and third preference will be given to an out of district candidate.
6. As required by in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees or implementing a reduction in force.

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

Guidelines

Administrative and Teacher Vacancies – Not to Include the Superintendent

To assist administrators in compliance with the above policy for the hiring of administrative and teaching staff – not to include the superintendent, the following guidelines shall be utilized:

I. Notice of Vacancies

- A. Vacancies will be posted only after receiving written resignation from a contracted professional employee of the District. When that official resignation has been received, the Superintendent will post notices in all school buildings and the district office.

The Superintendent's Office will post notice of any vacancy, using the "New Employee/Position Requisition or HR Form #1, within the District in compliance with the Master Agreement. Such notice shall be posted for five (5) school days within the District for current teachers or administrators to apply for the position. After August 1st, the Superintendent has the discretion to post positions for three (3) work days within district. After, August 21st, all positions are open until filled.

- B. Upon the conclusion of the five (5), three (3), or until filled work day period, the appropriate administrator will meet with the appropriate building or program administrator, and review all requests for transfer. The building/program administrator will have the responsibility to interview all candidates who meet the qualifications needed for the position, and may or may not make recommendation for such in-District transfer after review. Any teacher requesting a transfer has an obligation to notify his/her building administrator.
- C. If a transfer is recommended, it will be submitted in writing to the Superintendent immediately following such determination. Since such transfer would automatically create a vacancy in another location, notice of that vacancy will be posted as specified above, with the exception that if the same grade level vacancy for the school has already been posted, the above building notice requirement will be waived.
- D. Should the building/program administrator determine that he/she does not wish to accept the request for transfer of any individual, or no individuals have requested a transfer, the principal will give notice to the Superintendent's office, who will post notice of vacancy to be posted on the Idaho State Department of Education website and/or any applicable professional websites and area publications. Such notice shall be posted ten (10) days outside the District for any applicant to apply.

- E. An application or letter of interest will be maintained within the District file for a period of six months from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate his/her file annually.

II. **Job Vacancy Notices**

Any notice from West Bonner County School District No. 83 will contain the following information:

- A. Position available.
- B. Requirements for completed application, including but not limited to, 1) completed District application form; 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; and 5) verification or eligibility of Idaho certification.
- C. Timeline for receiving application.
- D. Process notification of how applications will be handled.

III. **Recruitment**

The Superintendent may:

- A) Authorize a representative of the District to contact selected universities, and schedule appointments to recruit candidates through personal interviews.
- B) Contact additional universities or university placement centers beyond those specified above in order to broaden the number of possible candidates.

IV. **Application Procedures**

It will be the responsibility of any applicant to provide the information listed in II B above.

- A) Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
- B) It will be the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts or

other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.

- C) Upon receipt of the completed applications, those applications will be placed alphabetically in a file for review and consideration at the Central Office.

V. **Preliminary Screening**

- A) Only applicable, at administrator request.

VI. **Screening**

- A) Once the position has closed, the superintendent's office will create application packets for each position to be interviewed and forward to the appropriate administrator or supervisor. The packet is to include all viable candidates, screen forms, the "New Employee Data Form or HR Form #2" and any other appropriate checklists. This entire packet must be returned to the superintendent's office within three (3) days after interview.
- B) The building or program administrator will establish a committee to assist in the final screening process.
- C) The committee, upon receiving the written applications from the appropriate administrator will review those applications for the purpose to:
 - 1. Determine those most suited to the position.
 - 2. Make personal telephone contact using the district phone contact form with one or more references submitted by the applicant by completing an applicant screening form for each applicant. This form must be submitted to district office.
 - 3. Contact individuals who might know the candidate, but were not listed as references, if needed.
 - 4. The administrator will invite the top candidates to be interviewed for the position.
- C) The committee will establish the procedures at the building or program level for interviewing the successful applicants. The hiring committee should be made up of the principal, at least one staff member, and one other person (minimum of three on the committee). It is the committee's responsibility to review the applications and screening forms of the selected candidates; and to recommend a candidate for hire to the Board of Trustees.

- D) Upon determining the qualified applicant, the building administrator will review with the Superintendent the finalist before verbally offer employment, pending board approval, to the candidate.

VII. Acceptance Procedure

Upon receiving verbal acceptance by the candidate, the administrator will complete the “New Employee Data Form or HR Form #2” along with any other required paperwork. This paperwork and the entire application packet must be returned to the superintendent’s office within three (3) days of the interview. All applicant files must be returned to the District Office at this time.

The administrator will then contact those candidates that were interviewed, but did not get the position, informing them that the position was offered to another candidate.

Upon receiving the entire application from the administrator, the superintendent’s office will review the applicant’s credentials and application for salary placement. The superintendent’s office will send out a new employee packet to the individual.

Upon receiving verbal or written acceptance by the candidate, the Superintendent will prepare a recommendation for hire to the Board of Trustees at the next regular or special Board meeting.

VIII. Board Action

The Board of Trustees of West Bonner County School District No. 83 will:

- A. Have placed before it all candidate names for the contract; and
- B. Approve candidates, unless they personally have knowledge not available to the building administrator and the screening committee. In that case, the Board will not take action until all concerns have been reviewed by the building/program administrator.

IX. Approval

Upon approval by the Board of Trustees, a contract or an intent to contract letter, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract or intent to contract letter and return it within five (5) work days from the date the contract or intent to contract letter is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or intent to contract letter or the contract or intent to contract letter is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the

candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or intent to contract letter or the contract or intent to contract letter is not signed and returned to the board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

X. Certification

To qualify for employment, each teacher or administrator must have a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the District Office have been previously made. If teacher is working under the intent to contract letter, the teacher will be paid the sub rate of pay until such time that the valid certificate is on file in the superintendent's office. Further, when the contract is issued, it will be dated the day issued.

In the event of an emergency the superintendent and administrator may find a replacement for the remainder of the school year. A temporary appointment shall be made for a limited period of time and shall not exceed one calendar year in duration. Any position filled after August 1st of a school year will be considered temporary, and will be re-advertised if the position continues to exist.

Co-Curricular Vacancies

To assist administrators in compliance with the above policy for the hiring of co-curricular vacancies, the following guidelines shall be utilized:

The combination of coaching and teaching responsibilities varies with each instance due, in part, to the particular teaching skills of applicants as well as the actual teaching vacancies that exist. The possible combinations and permutations must be jointly assessed by the building administration(s) and the superintendent.

In general, the district's Board has held to the concept that all coaches are first and foremost classroom teachers. Quality classroom instruction is of prime concern when evaluating a candidate. After it has been determined that a candidate possesses the demonstrated promise of meeting teaching expectations, additional factors will be considered when evaluating coaching effectiveness. These include, but are not restricted to:

- Evidence of exceptional qualities in leadership and character that have been demonstrated in working with youth.
- Evidence of building positive qualities in young people.
- Evidence of effective, positive communications and rapport with students, parents and community, coaching staff, and faculty and administrators.

- Evidence of ability to plan and direct the particular sports program from junior high to high school.
- Evidence of teaching sound fundamentals of the sport.
- Evidence of well-mannered conduct at all times.
- Evidence of personal health standards, fitness and habits that serve as an example to the youth whom he/she will influence.
- Evidence of positive competitive values that will not exploit young people to win sports events.

Guidelines

1. The administrator upon the recommendation of the athletic director makes a vacancy determination by submitting an appropriate “New Employee/Position Requisition Form or HR Form #1” to the superintendent’s office. If the form is approved by the Superintendent and the Business Manager, the position can then be posted.
2. When considering coaching assignments, first preference will be given to a qualified teacher in the school where the vacancy exists, second preference to a qualified teacher within the district or if applicable a qualified district employee and third preference will be given to an out of district candidate.
3. The superintendent’s office will post notice of vacancy in-district for five (5) days and if there are no viable candidates, the superintendent’s office will post notice of vacancy out of district for ten (10) days. After August 1st, the Superintendent has the discretion to post positions for three (3) ~~work~~ days within district. After August 21st, the position will be posted until filled.
4. All interested candidates must submit letters of interest or applications to the superintendent’s office before the position closes.
5. Once the position has closed, the superintendent’s office will create application packets for each position to be interviewed. The packet is to include all viable candidates, screen forms, the “New Employee Data Form or HR Form #2” and any other appropriate checklists. This entire packet must be returned to the superintendent’s office within three (3) days of interview.
6. All co-curricular positions must be interviewed within ten (10) days of position closing. If there are no viable applicants, position may be posted again for ten (10) days.
7. No position will be awarded without an interview. All applicants will be interviewed for positions. If the one candidate is a viable applicant and meets the criteria stated in number nine (9) below, the administrator or athletic director must complete the “New Employee Data Form or HR Form #2” for submission within ten (10) days after the position closes and the interview held to the superintendent’s office. The superintendent’s office will send out the appropriate contract paperwork.

8. The administrator or athletic director will establish a committee to assist in the final screening process.
9. The committee, upon receiving the written applications from the appropriate administrator will review those applications for the purpose to:
 - a. Determine those most suited to the position.
 - b. Make personal telephone contact with one or more references submitted by the applicant by completing an applicant screening form for each applicant.
 - c. Contact individuals who might know the candidate, but were not listed as references, if needed.
 - d. The administrator or athletic director will invite the top candidates to be interviewed for the position.
 - e. The committee will establish the procedures at the building or program level for interviewing successful applicants. The hiring committee should be made up of the principal, athletic director, and a member of the co-curricular committee (minimum of three on the committee). It is the committee's responsibility to review the applications and screening forms of the selected candidates; and to recommend a candidate for hire to the Board of Trustees.
10. Upon determining the qualified applicant, the building administrator will review with the Superintendent the finalist before verbally offer employment, pending board approval, to the candidate.
11. Upon receiving verbal acceptance by the candidate, the administrator will complete the "New Employee Data Form or HR Form #2" along with any other required paperwork. This paperwork and the entire application packet must be returned to the superintendent's office within three (3) days of the interview. All applicant files must be returned to the District Office at this time.
12. The administrator or athletic director will then contact those candidates that were interviewed, but did not get the position, informing them that the position was offered to another candidate.
13. Upon receiving the entire application from the administrator, the superintendent's office will review the paperwork and generate a contract for the position. The superintendent's office will send out a new employee packet to the individual. The applicant must sign the contract and return it within five (5) work days from the date the contract was delivered to them. Failure to return the signed contract within the five (5) work_days will void the contract and the Board may declare the position vacant.
14. If the candidate is a new employee to the district, the candidate must complete a background check prior to contract being issued.

15. Upon receiving verbal or written acceptance by the candidate, the Superintendent will prepare a recommendation for hire to the Board of Trustees at the next regular or special Board meeting.
16. The coach must return the signed contract to the superintendent's office prior to coaching the season. If the Human Resources Department does not have a signed contract on file prior to the beginning of the season, the District will not be responsible for compensation paid to the coach. If under extenuating circumstances, the administrator or athletic director was unable to retain a coach prior to the season starting, the procedure to follow is immediately upon retaining a coach the proper paperwork, background check and contract must be completed and signed. The compensation in these instances will be prorated for actual time the coach was an active employee.

Rehiring/Non-renewal of Head Coach

Within one month of the end of the competitive season for a coach, the athletic director and the high school principal on the district's Coaches Evaluation form shall evaluate each coach.

The Head Coaches Hiring Committee, made up of the high school principal, the athletic director, and the Superintendent will review pertinent information and recommend "Rehire" or "Open the Position" to the superintendent. All coaches will be reviewed. Fall and Winter coaches will be reviewed in March of each year and Spring Coaches will be reviewed in June of each year. The Review Committee may or may not ask that a head coach attend the Review Meeting. Before The athletic director and high school principal shall meet with each head coach to cover their evaluation and communicate the Review Committee's recommendation.

At the April and July school board meetings, the Board of Trustees will take action on the recommendations of the Superintendent. The Board retains the right to not accept the recommendation and declare the position open.

Classified Vacancies

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

Guidelines

1. The administrator or supervisor makes a vacancy determination by submitting an appropriate "New Employee/Position Requisition For or HR Form #1" to the superintendent's office. If the form is approved by the Superintendent and the Business Manager, the position can then be posted.
2. The superintendent's office will post notice of vacancy in-district for five (5) days and if there are no viable candidates, the superintendent's office will post notice of vacancy out of district for ten (10) days. After August 1st, the Superintendent has the discretion to

post positions for three (3) ~~work~~ days within district. After August 21st the position will be posted until filled.

3. All interested candidates must submit letters of interest or applications to the superintendent's office before the position closes.
4. Once the position has closed, the superintendent's office will create application packets for each position to be interviewed. The packet is to include all viable candidates, screen forms, the "New Employee Data Form or HR Form #2" and any other appropriate checklists. This entire packet must be returned to the superintendent's office within three (3) days of interview.
5. All vacant positions must be interviewed within ten (10) days of position closing. If there are no viable applicants, position may be posted again for ten (10) days.
6. All applicants must be interviewed. If the one candidate is a viable applicant, the administrator or supervisor must complete the "New Employee Date Form or HR Form #2" for submission within ten (10) days after the position closes and the interview is held to the superintendent's office. The superintendent's office will send out the appropriate new hire paperwork.
7. The administrator or supervisor director will establish a committee to assist in the final screening process.
8. The committee, upon receiving the written applications from the appropriate administrator or supervisor will review those applications for the purpose to:
 - a. Determine those most suited to the position.
 - b. Make personal telephone contact with one or more references submitted by the applicant by completing an applicant screening form for each applicant.
 - c. Contact individuals who might know the candidate, but were not listed as references, if needed.
 - d. The administrator or supervisor will invite the top candidates to be interviewed for the position.
9. The committee will establish the procedures at the building or program level for interviewing successful applicants. The hiring committee should be made up of the principal or supervisor, another district employee that works in the same department or capacity and one other person (minimum of three on the committee). It is the committee's responsibility to review the applications and screening forms of the selected candidates; and to recommend a candidate for hire to the Board of Trustees.
10. Upon determining the qualified applicant, the building administrator or supervisor will review the finalist with the superintendent before verbally offering employment, pending board approval, to the candidate.

11. Upon receiving verbal acceptance by the candidate, the administrator or supervisor will complete the “New Employee Data Form or HR Form #2” along with any other required paperwork. This paperwork and the entire application packet must be returned to the superintendent’s office within three (3) days of the interview. All applicant files must be returned to the District Office at this time.
12. The administrator or supervisor will then contact those candidates that were interviewed, but did not get the position, informing them that the position was offered to another candidate.
13. Upon receiving the entire application from the administrator or supervisor, the superintendent’s office will review the paperwork and generate new hire paperwork for the position. The superintendent’s office will send out a new employee packet to the individual.
14. Upon receiving verbal or written acceptance by the candidate, the Superintendent will prepare a recommendation for hire to the Board of Trustees at the next regular or special Board meeting.

All classified positions include a minimum of a 90-day probationary period.

The superintendent has the authority to implement an alternative hiring procedure when he/she deems it necessary in the best interests of the district.

The superintendent has the authority to temporarily employ certified and classified employees pending confirmation by the Board of Trustees.

Cross Reference:	5110	Fingerprinting and Criminal Background Investigations
	5120	Equal Employment Opportunity and Non-Discrimination

Legal Reference:	I.C. § 55-512	Governance of schools
	I.C. § 33-513	Professional personnel
	I.C. § 67-2345(a)	Executive Sessions

Policy History:

- Adopted on: May 9, 2007
- Revised on: March 12, 2008
- Revised on: December 15, 2010
- Revised on: September 21, 2011
- Revised on: October 11, 2011



WEST BONNER COUNTY SCHOOL DISTRICT #83
Administration Office
134 Main Street, Priest River, ID 83856

West Bonner County School District No. 83

PERSONNEL

5100F1

**AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST
EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE 33-1210**

Idaho Law requires Applicants for **any** position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employer of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying
Information for Past Employer

*Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

*A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

*An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

*By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

Policy History:

Adopted on: September 21, 2011

Revised on:



WEST BONNER COUNTY SCHOOL DISTRICT #83
Administration Office
134 Main Street, Priest River, ID 83856

West Bonner County School District No. 83

PERSONNEL

5500F3

REQUEST FOR VERIFICATION OF CERTIFICATE STATUS

Attn: Christina P. Linder
Director of Certification/Professional Standards
Idaho State Department of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name of Applicant _____
D.O.B.: _____

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate Status.
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators.
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators.
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of Human Resources on or before the _____ day of _____ in order to allow a timely decision as to employment matters. This information may be mailed at the above address or sent via electronic format to: HumanResources@westbonnerschools.org.

Sincerely,
District HR Department

Policy History:
Adopted on: September 21, 2011
Revised on:

West Bonner County School District No. 83

PERSONNEL

5100P

Procedures for Obtaining Personnel Records for Applicants

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release (form 5500F1) and provide a list of their previous school district employers (the list may be obtained via resume or application). The District will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct (form 5100F2). Note – The District does not have to request the information for all applicants. The District only has to request the information for the top applicant(s) for the position.
3. The District may follow up with current or past school district employers if the information requested has not been received within thirty (30) days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file.
4. The District shall also request State Department of Education verification of certification status as wells as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position (form 5100F3).
5. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

Cross Reference: 5100	Hiring Process and Criteria
5100F1	Authorization for Release of Information Form
5100F2	Request to Employer Form
5100F3	Request for Verification of Certificate Form

Legal Reference: I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on: September 21, 2011

Revised on:

West Bonner County School District No. 83

PERSONNEL

5105

Certificated Personnel Reemployment

Definitions

Non-Renewable Contract Certificated Employees

Non-renewable contracts shall be issued at the sole discretion of the Board.

Category A Certificated Employees Certificated personnel hired on a limited one-year contract as provided in I.C. § 33-514A.

Category B Certificated Employees personnel in the fourth or greater years of continuous employment within the same school district as provided in I.C. § 33-514 and who, at the sole discretion of the Board, are eligible to be offered a two (2) year contract. The Board, at its sole discretion, may add an additional year to such a contract upon the expiration of the first year.

Renewable Contract Certificated Employees

Only certificated employees that attained renewable contract status prior to January 31, 2011 shall be employed on a grandfathered renewable contract and shall have the right to continued automatic renewal of their employment contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district. Alternatively, the District can place the certificated employee on a Category A or B contract. A certificated employee hired with previous out-of-state experience shall not be eligible for a renewable contract.

Notice

1. **Category A Certificated Employees**
Category A Certificated Employees' contract is a limited one year contract for certificated personnel in their first or greater year of continuous employment with the same school district. Upon a decision by the local school board not to reemploy the person for the following year, the certificated employee shall be provided a written statement of reasons for non-reemployment by no later than July 1st.
2. **Category B Certificated Employees**
Category B Certificated Employees shall be provided a written statement of reason for non-reemployment by no later than July 1st.

Category B Certificated Employees shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the District.

3. **Grandfathered Renewable Contract**
The Board shall provide written notification to each person entitled to be employed on a renewable contract by July 1st. All employees on grandfathered renewable contracts must give written notice of acceptance of automatic renewal of contract to the Board no later than July 20th. The employee's failure to provide written acceptance of renewal of contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of grandfathered renewable contracted certificated employees such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.
4. **Superintendents, Principals, and Administrators**
The Board shall make a determination as to how long administrators have to sign and return their contracts. If the Board makes no such determination the default time limit shall be twenty-one (21) days after the contract is delivered to the administrator.

Supplemental Contracts

The Board shall provide the same rights to due process and procedures for supplemental contracts as those provided by the underlying contract (Category A, Category, B, or grandfathered renewable).

Delivery of Contract

Delivery of a contract may be made only in person or by certified mail, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

Return of the Contract

West Bonner County School District

PERSONNEL

5107

Informal Review

The following employees may request an informal review of the board's decision to not reemploy:

1. Category 3 employees;
2. An administrative employee; and
3. A certificated employee on a supplemental contract.

The request for an informal review must be in writing and include a statement explaining the reasoning for disagreement with the board's decision. The statement must not exceed two pages.

The district will use the following procedure:

1. The employee must request, in writing, an informal review within ten (10) calendar days of the date notice of non-reemployment is mailed or hand delivered to the employee. The request must be submitted to the clerk of the board.
2. The employee will be given an opportunity to meet with the board in executive session at the next regularly scheduled board meeting after the request is received.
3. 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.

The employee does not have the right to be represented by an attorney or a representative of the state teachers association, present evidence and cross-examine witnesses unless specifically agreed to by the board. The board may elect to ask questions of the employee, but this does not confer upon the employee the right to ask questions of the board.

Cross Reference: Policy 5105 Certificated Personnel Reemployment

Legal Reference: I.C. 33-514A Issuance of Limited Contract
I.C.33-515 Issuance of Renewable Contracts
I.C. 33-515A Supplemental Contracts

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

PERSONNEL

5110

Criminal History / Background Checks

General

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omission of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Initial Hires

In order to protect the health, safety and welfare of the students of the District, Idaho law requires the following employees hired on or after July 1, 2008 to subject to criminal history checks. This list is to include, but is not limited to:

- (1) Certificated and non-certificated employees;
- (2) All applicants for certificates;
- (3) Substitute staff;
- (4) Individuals involved in other types of student training such as practicums and internships; and
- (5) All individuals who have unsupervised contact with students.

A criminal history check shall be based on a complete ten (10) finger fingerprint card or scan and include, at a minimum, the following:

- (1) Idaho bureau of criminal identification
- (2) Federal bureau of investigation (FBI) criminal history check;
- (3) Statewide sex offender register.

Employees will be required to undergo a criminal history check within five (5) days of starting employment, or unsupervised contact with students, whichever is sooner.

The fee charged to an employee shall be forty dollars (\$40.00). All criminal history check records will be kept on file at the state department of education. A copy of the records will be given to the employee upon request.

It is the discretion of the District to terminate or take other action against any employee that has either been convicted of one (1) or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

Employee Arrest or Conviction

All employees, including substitute employees, shall have the continuing duty to notify the District of any arrest or criminal conviction that occurs subsequent to being hired by the district. In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he/she is required to report such arrest promptly to the employee's supervisor or department head within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

Additionally, if an employee has a protection order served against him/her, the employee shall follow the same reporting requirements as outlined above.

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested or has a protection order served against him/her. The District reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.

It is the discretion of the District to terminate or take other action against any employee that has either been convicted of one (1) or more felony offenses set forth in I.C.33-1208 or made a material misrepresentation or omission on their job application.

Substitute teachers

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five (5) years. If a substitute teacher has undergone a criminal history check within five (5) years as a result of employment with another District, the District, may in its sole discretion, not require a substitute to undergo a criminal history check. If the District does desire substitute teacher who has undergone a criminal history check within the last five (5) years to undergo an additional criminal history check, the District will pay the costs of such check.

Other employees

The District may require that any employee be subjected to criminal history checks. If required, the District will pay the costs of such checks.

Volunteers

Any volunteer in the District who has regular unsupervised access to students, as determined by the Superintendent or the Superintendent's designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the schools of this District.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the volunteer is suitable to be in the presence of the students in the District. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors

The District maintains a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register.

Confidentiality

Outstanding warrants, criminal charges and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

Legal Reference: I.C. § 33-130 Criminal history checks for school district employees or applicants for certificates
I.C. §33-512 Governance of schools
I.C. §33-512 Records Exempt from Disclosure
Public Law 105-251, Volunteers for Children Act

Policy History:

Adopted on: March 12, 2008
Revised on: October 8, 2008
Revised on: December 9, 2009
Revised on: April 20, 2011

West Bonner County School District

PERSONNEL

5115

Employer Recommendations

At the request of the prospective employer or at the request of the current or former employee the board of trustees or its administration may provide information about the job performance, professional conduct, or evaluation of a former or current employee to a prospective employer of that employee. Neither the board nor its administration may be held civilly liable for the disclosure or the consequences of providing the information, so long as the information was provided in good faith.

This school district will not maintain a blacklist, or notify any other employer that any current or former employee has been blacklisted by this district, for the purpose of preventing the employee from receiving employment.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5123

Specialized Health Care Services

The Association supports and encourages appropriate inclusion. Full inclusion exists when student(s) with disability (ies) attend age appropriate regular education class (es), in their home school, for the same number of instructional minutes as their peers, with appropriate support and funding. Specialized health care (that includes catheterization, gavage feeding, suctioning or other services that require medically-related training) should be provided by qualified designated personnel trained in the administration of specialized physical health care. Certificated instructional staff shall not be required to perform these services unless they have agreed to such services.

Policy History:

Adopted on: July 12, 2011

Revised on:

West Bonner County School District

PERSONNEL

5200

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the law provides that the terms of the collective bargaining agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board to effectively and efficiently manage the District shall govern.

Classified employees are employed at will and the district policy manual is not intended to express a term of an employment agreement. The provisions of this policy manual do not create a property right which would modify the District's right to terminate the employment relationship of classified employees at will.

Legal Reference: Metcalf v. Intermountain Gas Co., 116 Idaho 622 (1989).

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

PERSONNEL

5203

General Staff Regulations

All employees are at all times subject to the authority and control of the superintendent and to such rules and regulations as he or she may from time to time issue with the consent of the board.

Staff Protection

The board will support, protect, and aide any school employee who suffers physical assault by a student or other person while acting within the course and scope of his or her employment and within the scope of the district's policies.

If a student or other person physically assaults a school employee, the incident will immediately be reported to the superintendent, who will then notify the board members, the student's parent/guardian, and the law enforcement agency, as the situation warrants.

Whistle Blower

All district employees are protected from retaliation for reporting waste or violations of any law, rule or regulation so long as the employee:

- Reports in good faith his or her belief that there is waste of public funds;
- Reports in good faith the violation or suspected violation of a law, rule or regulation;
- Participates in or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or other administrative review; or
- Objects to or refuses to carry out a directive that the employee believes in good faith to violate a law, rule, or regulation.

The district is forbidden from taking the following adverse action against an employee for exercising the employee's rights listed above:

- Discharging the employee;
- Threatening the employee; or
- Discriminating against the employee's employment.

Discrimination against employment includes compensation, terms, conditions, location, rights, immunities, promotions or privileges.

If the district takes adverse action or intends to take adverse action that is forbidden by the Idaho Protection of Public Employees Act, the employee may sue for damages or an injunction within one hundred eighty (180) days. If a court finds that adverse action was taken or threatened, the

court may enjoin further adverse action, order the reinstatement of the employee, order compensation for lost wages, assess a civil penalty not to exceed five hundred dollars (\$500), and order payment of the employee's attorney fees.

The district may be awarded attorney's fees when an employee brings suit without reasonable basis in fact or law.

Legal Reference: I.C. § 33-506
 I.C. § 6-901, et seq.
 I.C. § 18-916
 I.C. § 33-1222
 I.C. § 6-2101 et seq.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5205

Job Descriptions

There shall be written job descriptions for all positions and for all employees of the school district. The "job description" will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the school district. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work.

The evaluation shall be documented by use of the district evaluation form for classified or certified personnel. No evaluation should be signed before it is fully discussed by both the employee and the supervisor. One signed copy will be given to the employee and one signed copy will be given to the superintendent to be maintained in the employee's personnel file.

Cross Reference: 5500 Personnel Records

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts
 I.C. § 33-515 Issuance of Renewable Contracts
 I.C. § 33-517 Noncertificated Personnel

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5207

Recruitment of Certificated Employees

Recruitment of certificated employees is the responsibility of the superintendent or designee. In the discharge of this responsibility, the superintendent will make such use of other administrative and supervisory staff members as may be both practical and effective. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the school district. Notification of position vacancies will be announced within the school district as well as with teacher education agencies.

Legal Reference: I.C. § 33-506

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5210

Work Day

Length of Work Day - Certified

The work day is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement. Teachers are required to be in the building or at the job site a minimum of one-half (1/2) hour before classes begin and one-half (1/2) hour after classes end or as directed by the building principal. The length of a given work day may be shortened by the immediate supervisor, provided however, that such shortening does not violate any state rules and regulations, or laws of the State of Idaho regarding the length of the school day.

Each teacher shall be provided a daily duty-free lunch period of at least thirty (30) continuous minutes within the workday. Teachers are not to be assigned extra duty during the duty-free lunch period.

During the instructional day, all elementary teachers shall be provided with a minimum of one (1) uninterrupted thirty (30) minute preparation period per day. The present procedure of one (1) continuous class period of preparation time per day during the instructional day for the junior high will continue unaltered. Secondary teachers on the block schedule will be provided a minimum of forty-five (45) minutes of preparation time every other day, and a full uninterrupted class period of preparation time every other day. If an employee is half time or greater, he/she shall receive a pro-rated preparation period.

Before the end of the year, a committee made up of administration and teachers in leadership positions at each building may recommend adjustment of the preparation period in the building for the following year.

Teachers will not be required to give up their preparation time or take additional workload to monitor another teacher's classroom unless an emergency exists.

Release Time for Certificated Employees

Each certificated employee of the district is entitled to release time for service on committees and commissions established by the State of Idaho, or established by the legislature, or established by any of the departments or agencies of the State of Idaho.

Each certificated employee will be entitled to five (5) days of release time, and additional time would be allowed at the discretion of the board.

The certificated employee will not lose any salary or other benefits because of release time for service on any committee or commission. The employee will not be required to make up any release time spent in serving on any committee or commission. The amount of any honorarium

or compensation received for services on committees or commissions, except actual and necessary expenses, will be deducted from salary otherwise due the certificated employee.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an eight-(8)-hour per day/forty (40)-hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Normal office hours in the district will be 8:00 a.m. to 4:00 p.m. All time sheet employees, with the exception of bus drivers, who have a work day of five (5) plus hours per day will be required to take a minimum of a thirty (30) minute lunch break.

Breaks

A daily morning and afternoon rest period of fifteen (15) minutes may be available to all full-time, classified employees. Hourly personnel may take one (1) fifteen-(15)-minute rest period for each four (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee’s supervisor.

Legal Reference: 29 USC 201 to 219
29 CFR 516, et seq.

Fair Labor Standards Act of 1985
FLSA Regulations

Policy History:

Adopted on: March 12, 2008

Revised on: July 12, 2011

West Bonner County School District

PERSONNEL

5220

Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Superintendent. Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed. The Superintendent shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the District. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent. Supervisors have the authority to make transfers within their departments.

Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building and subject area before the beginning of the school year.

Provisions governing vacancies, promotions and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5223

Shared Teaching Position

A shared teaching position shall be a previously established position (not to exceed 1.0 FTE), which may be filled by not more than two employees certified to hold the position.

A shared position is one where both individuals work the full year with less than full time hours but not more than 1.0 FTE between the two individuals sharing the position.

Placement will be determined as per the Negotiated Agreement. For the shared teaching position, each employee shall receive a pro-rated salary based on placement on the salary schedule and the percent of time worked.

The school district's contribution for benefits for a shared position shall not exceed the District's contribution had it been filled by a single employee. Benefits (except life insurance) will be divided in proportion to the percent of time each employee works in the position. (This is an exception to the regular insurance benefit, Article XII). Each employee would be responsible for paying the difference in benefit costs.

Policy History:

Adopted on: July 12, 2011

Revised on:

West Bonner County School District

PERSONNEL

5230

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference: 5250

Uniform Grievance Procedure

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5240

Sexual Harassment/Sexual Intimidation in the Workplace

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

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

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

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

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

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

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

Investigation. When an allegation of sexual harassment is made of any employee, the designated school officials will take immediate steps to: (1) Protect the grievant from further harassment; (2) Discuss the matter with and obtain a statement from the accused and his representative, if any; (3) Obtain signed statements of witnesses; (4) Prepare a report of the investigation.

Protection Against Retaliation

This district will not retaliate in any way against an individual who makes a report of sexual harassment, in good faith, nor will it permit any district employee to do so. Any person found to have retaliated against another individual for reporting an incident of harassment, in good faith, may be subject to the same disciplinary action provided for sexual harassment offenders. Individuals who are not complainants but who assist or participate in a harassment investigation are also protected from retaliation.

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

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

Recordkeeping

If the investigator determines that sexual harassment has occurred, a copy of the complaint and the report will be placed in the employee's personnel file.

Documentation of disciplinary action related to any violation of this policy, including false allegation and retaliatory actions, will be placed in the employee's personnel file.

If there is insufficient evidence to support the allegations, the complaint and investigation report will not be placed in the employee's personnel file.

This district will keep and maintain a confidential, written record of all written sexual harassment complaints, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

Preventive Actions

The superintendent or designee shall ensure that appropriate periodic sexual harassment awareness training or information is provided to all staff members and students. Copies of this

West Bonner County School District No.83

PERSONNEL

5240F

Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment

I have read and been informed about the content and expectations of the Sexual Harassment/Intimidation in the Workplace Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

Employee Signature

Employee Printed Name

Date

Policy History:

Adopted on: September 21, 2011

Revised on:

West Bonner County School District

PERSONNEL

5245

Personnel Conflict of Interest

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business 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:

The interested employee, the business, or the vendor will see, in writing, from the superintendent, a clarification of this policy stating the transaction at issue. The employee's exact relationship to the business or vendor will be identified and disclosed fully in writing.

Upon written clarification from the superintendent, which will include written specifications to be followed in advertising for bids, the affected business or vendor may submit a bid in compliance with the specifications outlined by the district.

The interested employee will not be involved in any part of the bidding process, including, but not limited to preparing specifications, advertising, analyzing, or accepting bids.

It will be the duty of each employee, to the best of his or her knowledge and belief to disclose in writing to the superintendent his or her financial or ownership interest in any business or other purchase arrangement with the district.

This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee will receive gifts, prizes, awards or merchandise, or commission as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of the district.

Legal Reference: 18-1351 et seq.
59-701 et seq.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5250

Staff Complaints And Grievances

It is the Board's desire that administrative procedures for settling staff complaints and grievances be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

All staff should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

A staff member with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The statement of grievance must be in writing and include times, dates, places and circumstances surrounding the allegation(s). The names of witnesses, if any, should be included in this statement.

The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing. The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved. Such records will be maintained pursuant to the District's

record retention policy unless circumstances dictate that the file should be retained for a longer period of time. Written records, to the extent appropriate, will be maintained in a confidential manner in any affected employee's personnel file.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5260

Abused and Neglected Child Reporting

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

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

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

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

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

The school district employees of the District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned or neglected in bad

faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. I.C. § 16-1606.

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

Any District employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

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

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5270

Report of Suspected Child Abuse, Abandonment or Neglect

Original to: Local Law Enforcement _____
Department of Health and Welfare _____

Copy to: Superintendent _____
Building Principal _____

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: Principal Teacher School Nurse Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Address: _____ Phone: _____

Mother: _____ Address: _____ Phone: _____

Guardian or Step-Parent: _____ Address: _____ Phone: _____

Any suspicion of injury/neglect to other family members: _____

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected: _____

Previous action taken, if any: _____

Follow-up by Local Law Enforcement / Department of Health and Welfare (copy to be completed and returned to the Superintendent/Building Principal):

Date Received: _____ Date of Investigation: _____

West Bonner County School District

PERSONNEL

5280

Personal Conduct

Believing in the worth and dignity of each human being, the educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach, while guaranteeing equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The Code of Ethics of the Idaho Teaching Profession symbolizes the commitment of all Idaho educators and provides standards by which to judge conduct.

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

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

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

District Employees who are contacted by the media should direct such inquiries to either the individual in question or to the Superintendent, his/her designee. Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate – Grounds
Code of Ethics of the Idaho Teaching Profession

Policy History:

Adopted on: March 12, 2008

Revised on:

***Professional Standards Commission (PSC)
Code of Ethics***

This version of the Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission in September, 2003; approved by the Idaho State Board of Education in November, 2003; and approved by the Idaho legislature in March, 2004. (IDAPA 08.02.02.076) It has since been amended and approved by the Idaho legislature. The date of approval follows the IDAPA subsection.

The Idaho Code of Ethics consists of Ten (10) Principles. Below is a summary of those principles - please refer to the complete document for details

Code of Ethics: The Ten Principles (Summary)

- **Principle I:** A professional educator abides by all federal, state, and local laws and statutes.
- **Principle II:** A professional educator maintains a professional relationship with all students, both inside and outside the classroom.
- **Principle III:** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.
- **Principle IV:** A professional educator exemplifies honesty and integrity in the course of professional practice.
- **Principle V:** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.
- **Principle VI:** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.
- **Principle VII:** A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.
- **Principle VIII:** A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.
- **Principle IX:** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.

- **Principle X:** A professional educator demonstrates conduct that follows generally recognized professional principles with the right to exercise academic freedom.

**IDAPA 08
TITLE 02
CHAPTER 02**

08.02.02 - RULES GOVERNING UNIFORMITY

076. CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS (IDAHO CODE 33-1208 AND 33-1209).

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

01. Aspirations and Commitments.

a. The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills and understanding that will meet their needs now and in the future. (3-20-04)

b. The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his/her potential as an effective citizen. (4-11-06)

c. The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior, and encourage respect for other's cultures and beliefs.

d. The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He/She will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encourage. (4-11-06)

e. The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He/she strives, therefore, to establish and maintain professional principles, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession. (4-11-06)

f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personal relationships with governing boards are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons. (4-11-06)

02. Principle I. A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as defined by Idaho Code §18-110 and §18-111. All infractions (traffic) as defined by Idaho Code §18-113A are excluded.

03. Principle II. A professional educator maintains a professional relationship with all students, both inside and outside the classroom. Unethical conduct includes but is not limited to:

- a. committing any act of child abuse, including physical and/or emotional abuse; (3-20-04)
- b. committing any act of cruelty to children or any act of child endangerment; (3-20-04)
- c. committing or soliciting any sexual act from any minor or any student regardless of age; (3-20-04)
- d. committing any act of harassment (e.g., sexual harassment) as defined by district policy; (4-11-06)
- e. soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age; (3-20-04)
- f. using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g. sexual innuendoes or sexual idiomatic phrases); (3-20-04)
- g. taking inappropriate pictures (digital, photographic or video) of students;(3-20-04)
- h. inappropriate contact with any minor or any student regardless of age using electronic media; and (3-20-04)
- i. furnishing alcohol or illegal/unauthorized drugs to any student or allowing/encouraging a student to consume alcohol/unauthorized drugs except in a medical emergency. (3-20-04)
- j. Conduct that is detrimental to the health or welfare of students. (4-11-06)

04. Principle III. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes but is not limited to:

- a. being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using or consuming illegal or unauthorized drugs; (3-20-04)
- b. being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol; (3-20-04)
- c. inappropriate/illegal use of prescription medications on school premises or at any school-sponsored events, home or away; and, (3-20-04)
- d. inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function. (3-20-04)

e. Possession of an illegal drug as defined in Idaho Code Chapter 27 Unified Controlled Substances. (3-20-04)

05. Principle IV. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:

a. fraudulently altering or preparing materials for licensure or employment; (3-20-04)

b. falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment and/or licensure; (3-20-04)

c. failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate/license from another state; (3-20-04)

d. failure to notify the state of past criminal convictions at the time of application for licensure; (3-20-04)

e. falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students and/or personnel, including improper administration of any standardized tests (changing test answers, copying, or teaching identified test items, unauthorized reading of the test to students, etc.); (4-11-06)

f. falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves (3-20-04)

g. falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry and/or investigation; and, (3-20-04)

h. falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues. (3-20-04)

06. Principal V. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

a. misusing, or unauthorized use, of public or school-related funds or property; (3-20-04)

b. failing to account for funds collected from students or parents; (3-20-04)

c. submitting fraudulent requests for reimbursement of expenses or for pay; (3-20-04)

d. co-mingling of public or school-related funds in personal bank account(s); (3-20-04)

e. using school computers for use in a private business; (3-20-04)

f. using school computers to deliberately view or print pornography; and, (3-20-04)

g. deliberate use of poor budgeting/accounting practices. (3-20-04)

07. Principle VI. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- a. unauthorized soliciting of students and/or parents of students to purchase equipment or supplies from the educator who will directly benefit; (3-20-04)
- b. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest; (3-20-04)
- c. tutoring students assigned to the educator for remuneration unless approved by the local board of education; and, (3-20-04)
- d. soliciting, accepting or receiving a pecuniary benefit greater than fifty (\$50.00) dollars as defined in Idaho Code §18-1359(b). (3-20-04)

08. Principle VII. A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to:

- a. sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results with inappropriate individuals or entities; and(3-20-04)
- b. sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities. (3-20-04)

09. Principle VIII. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to: (3-20-04)

- a. abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency; (3-20-04)
- b. willfully refusing to perform the services required by a contract; and, (3-20-04)
- c. abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students. (3-20-04)

10. Principle IX. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code. Unethical conduct includes but is not limited to:

- a. failure to comply with Idaho Code §33-1208A (reporting requirements and immunity); (3-20-04)
- b. failure to comply with Idaho Code §16-1619 (reporting of child abuse, abandonment or neglect); and, (3-20-04)
- c. having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official. (3-20-04)

11. Principle X. A professional educator demonstrates conduct that follows generally recognized professional principles with the right to exercise academic freedom. Unethical conduct includes but is not limited to: (04-11-06)

- a. any conduct that seriously impairs the Certificate holder's ability to teach or perform his or her professional duties; (3-20-04)
- b. committing any act of harassment toward a colleague (4-11-06)
- c. conduct which is offensive to the ordinary dignity, decency, and morality of others; (4-11-06)
- d. failure to cooperate with the Professional Standards Commission in inquiries and/or investigations or hearings; (3-20-04)
- e. using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections; and, (4-11-06)
- f. deliberately falsifying information presented to students.(4-11-06)
- g. Willfully interfering with the free participation of colleagues in professional associations; and (4-11-06)
- h. Taking inappropriate pictures (digital, photographic or video of colleagues. (4-11-06)

077. DEFINITIONS FOR USE WITH THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS (IDAHO CODE 33-1208 AND 33-1209).

01. Administrative Complaint. A document issued by the State Department of Education outlining the specific, purported violations of Idaho Code §33-1208 and/or the Code of Ethics for Idaho Professional Educators. (3-20-04)

02. Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators and/or Idaho code. (3-20-04)

03. Certificate A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian (Idaho Code §33-1201).

04. Certificate Denial. The refusal of the state to grant a certificate for an initial or reinstatement application. (03-20-04)

05. Certificate Suspension. A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Idaho Code §33-1209. (03-20-04)

06. Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension or issuance of a letter of reprimand (Idaho Code §33-1209 [1]). The State Department of Education may initiate a complaint. (04-11-06)

07. Conditional Certificate. Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Idaho Code §33-1209 [10]). (03-20-04)

08. Contract. Any signed agreement between the school district and a certificated educator pursuant to Idaho Code §33-513(1). 03-20-04

09. Conviction. Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred or withheld (03-20-04)

10. Educator. A person who holds or applies for an Idaho Certificate (Idaho Code §33-1001(16) & §33-1201). (3-20-04)

11. Education Official. An individual identified by local school board policy, including, but not limited to, a superintendent, principal, assistant principal, or school resource officer (SRO). (3-20-04)

12. Ethics Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a Certificate holder. (4-11-06)

13. Hearing. A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.3-20-04

14. Hearing Panel. A minimum of three educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the Administrative Complaint.(3-20-04)

15. Investigation. The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Executive Committee, or following review by the Executive Committee at the request of the deputy attorney general assigned to the Department of Education. (4-11-06)

16. Minor. Any individual who is under 18 years of age. (3-20-04)

17. Not-Sufficient Grounds. A determination by the Executive Committee that there is not-sufficient evidence to take action against an educator's certificate. (4-11-06)

18. Principles. Guiding behaviors that reflect what is expected of professional educators in the State of Idaho while performing duties as educators in both the private and public sectors. (3-20-04)

19. Reprimand. A written letter admonishing the Certificate holder for his/her conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's Certificate. (3-20-04)

20. Respondent. The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators. (3-20-04)

21. Revocation. The invalidation of any Certificate held by the educator. (3-20-04)

22. Stipulated Agreement. A written Agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission. (3-20-04)

23. Student. Any individual enrolled in any Idaho public or private school from preschool through grade 12. (3-20-04)

24. Sufficient Grounds. A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint. (3-20-04)

VIOLATIONS OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION

Under Idaho Code §§ 33-1208; 33-1208A and 33-1209, a violation of the Code of Ethics of the Idaho Teaching Profession may lead to a letter of reprimand, suspension, revocation, or denial of a certificate.

Legal Reference: IDAPA 08.02.02.076

I.C. § 33-1208

I.C. § 33-1208A

I.C. § 33-1209

Policy History:

Adopted on: March 12, 2008

Revised on: September 9, 2009

West Bonner County School District

PERSONNEL

5283

Certificated Employees and Responsibility to Policy Manual and Master Agreement

Certificated Employees

A certificated employee is any person employed in a teaching, instructional, supervisory, educational administrative, or educational and scientific capacity in this school district.

Every person who is employed to serve in this district's elementary or secondary schools in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian is required to have and to hold a certificate issued under authority of the Idaho State Board of Education. The certificate must be endorsed for the grade, grades or subjects the employee is hired to teach unless a provisional certificate is received from the Idaho State Board of Education.

Each certificated employee is personally responsible for maintain and renewing his/her teaching certificate and endorsements.

Teacher Responsibility to Policy Manual and Master Agreement

It shall be the responsibility of each certified employee to review the policy manual and the master agreement of this school district and know the contents thereof, to abide by the professional Code of Ethics for Certified Employees, and to fulfill the requirements and duties of the position for which they are hired. Said duties may include responsibilities commensurate with teaching district curriculums, employing approved methodologies, using district assessments, serving on building and district committees and other duties such as hall duty, playground duty, bus duty, lunch duty, and supervision of other school activities.

Continued violation of the Board of Trustee's policies will be reason for termination of contract. It is reasonable to consider that a violation of policy will bring a written reprimand; a second violation may result in suspension; a third may constitute cause for termination.

Legal Reference: 33-1224
 33-513

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5285

Solicitations

Solicitations By Staff Members

Teachers will not sell, solicit for sale, advertise for sale for personal gain any merchandise or service nor will teachers organize students for such purposes without the approval of the superintendent.

Solicitations Of Staff Members

No non-school organization may solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the superintendent.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5300

Political Activity - Staff Participation

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

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

No district employee may solicit support for, or opposition to, any political committee, the nomination or election of any person to public office, or the passage of a ballot issue while on the job or at his place of employment. However, nothing in this section is intended to restrict the right of a District employee to express his personal political views.

No district employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.

No district employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during the time that they are also working for the school district.

This policy is also to prevent the use of students, school time or property to advocate a single point of view.

The policy prevents the use of facilities by political groups which advocate the philosophy to overthrow the American system of government.

Legal Reference: 5 USC 7321, et seq. Hatch Act
Idaho Constitution Article III, Section 1
Idaho Attorney General Opinion No. 95-07

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

COMMUNITY RELATIONS

5305

Teacher Association Communication

The Association shall have the permission to post notices of its activities and matters of organization concern on a bulletin board located in the staff room at each school.

The Association may communicate with its members. The association shall have permission to distribute appropriately identified notices, circulars, and other information via District communications systems. Utilization of district e-mail is limited to meeting notices.

The Association shall have permission to the use of school equipment and space. Representatives of the Association shall have permission to use District school buildings for meetings and to transact official business on a school property at all reasonable times. Such usage will not incur cost to the district beyond normal overhead expenditures.

The Association President shall receive written, timely notice of all regular and special meetings of the Board. A hard copy of minutes from the Professional Development, Sick Leave Bank, Insurance Committees, and the Board Meeting Packets shall be provided to the Association President.

Committee membership: By October 1st, the Association President will provide to the Business Manager a current list of WBCEA representatives serving on the following committees: Insurance Committee and the Sick Leave Bank Committee.

The Superintendent and the Association President shall meet on a regular basis (not less than monthly) to discuss matters of mutual concern.

Policy History

Adopted on: July 12, 2011

Revised on:

West Bonner County School District

PERSONNEL

5310

Tobacco Free Policy

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to all hours.

Legal Reference: I.C. § 39-5501 et seq. Clean Indoor Air Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5320

Drug and Alcohol Free Workplace

Purpose

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

The use of illegal drugs, alcohol, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug and alcohol free workplaces.

All employees are prohibited from:

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

As a condition of employment, each employee shall:

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

Definitions as Used in This Policy

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

2. “Drug” or “illegal drug” means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.
3. “Conviction” means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
4. “Criminal Drug Law” means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.
5. “Controlled substance” means any drug or substance that is: 1. Not legally attainable; 2. Being used in a manner different than prescribed; 3. legally obtainable, but has not been legally obtained; 4. Referenced in federal or state controlled substance acts.
6. “Substance Abuse” means the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

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

Pre-Employment Testing

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

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

Physical Examination/Screening Based Upon Reasonable Suspicion

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

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

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

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

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

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

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

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

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

Post-Accident Testing

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

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

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

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by a District designated testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol and/or controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within two (2) hours of the time of the accident. Testing for controlled substances must be done within eight (8) hours of the time of the accident.

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

Opportunity to Contest or Explain Test Results

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

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol will, as a condition of returning to duty, shall be required to agree to a reasonable follow-up testing established by the Superintendent or his designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or his

designee is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. This Agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test done which shows negative results.

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

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

Inspections

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

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

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

District Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should district employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent or his designee shall notify the appropriate state or federal agency from which the District received contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

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

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

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

Within thirty (30) days after receiving notice of a conviction, the District will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

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

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

PERSONNEL

5320F1

Drug and Alcohol Abuse Testing Acknowledgment

I have been informed about the content, procedures, and expectations of the Drug and Alcohol Abuse testing Policy and Procedures. I have received a copy of the policy and procedures and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and state law.

Employee Signature

Employee Printed Name

Date

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

PERSONNEL

5320F2

Drug and Alcohol Abuse Testing Agreement

I agree to be tested according to the drug and alcohol testing policy and procedures.

I understand that agreeing to be tested according to the drug and alcohol testing policy and procedures is a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Superintendent or his designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and state law.

Employee Signature

Employee Printed Name

Date

Policy History:

Adopted on: August 11, 2009

Revised on:

Drug and Alcohol Abuse Testing Program and Procedures

1. Purpose. The purpose of this procedure is to establish guidelines to be followed in the drug/alcohol testing of applicants for positions with the District as well as current District employees.
2. Program Responsibility. The Superintendent or his designee has the overall responsibility for this program and will be responsible for reviewing the results of drug tests; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive result; conducting an interview with the individual testing positive to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the Superintendent or his designee deems it necessary; and verifying that the laboratory report and the specimen are correct.
3. If the Superintendent or his designee determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the Superintendent or his designee will conclude that the test is negative and will not take any further action.
4. Any employee or prospective employee, who has a positive test result, may request that the same sample be retested by a laboratory mutually agreed upon by the employee and the District.
5. Designation of Laboratory. Priest River Medical or Newport Hospital has been selected to perform the testing on specimens submitted. Priest River Medical or Newport Hospital will be responsible for performing the required drug test. Priest River Medical or Newport Hospital will also be responsible for properly handling specimens for alcohol testing. Priest River Medical or Newport Hospital is a certified lab approved for drug testing. A breath analysis test will be performed by a certified Breath Alcohol Technician.
6. Collection Site. Priest River Medical or Newport Hospital is the designated collection site for collecting urine specimens.
7. Authorization for Testing. When the person reports to the collection site, the drug and/or alcohol screening procedure will be explained and the person will be asked to assist in completing necessary forms. All persons subject to testing for any reason shall be asked to sign the necessary authorization forms which will allow the test to be performed and for the information to be provided to the Superintendent about the required drug and/or alcohol test.

8. Refusal to Test. The following constitutes refusal to test:
 - a. Refusing to sign any of the following forms:
 - i. Statement that a copy of alcohol and drug testing procedures and policy has been given and explained.
 - ii. Agreement to be tested according to the alcohol and drug testing procedures and policy.
 - b. The following constitutes alcohol testing refusals:
 - i. Refusal to any employee to complete and sign the breath alcohol testing form.
 - ii. Failure to provide adequate breath without a valid medical explanation in writing
 - iii. Failure of employee to remain readily available for testing for eight (8) hours following an accident that requires testing.
 - c. The following constitutes drug testing refusals:
 - i. Failure to provide a urine sample within four (4) hours, without a valid medical explanation in writing.
 - ii. Conduct that clearly obstructs testing procedures.
 - d. Failure of employee to remain readily available for testing for thirty-two (32) hours following an accident requiring testing.
9. Specimen Retention. The retention of specimens for possible future analysis is the responsibility of Priest River Medical or Newport Hospital. Priest River Medical or Newport Hospital will retain all specimens for a minimum period of one (1) week. At such time, negative specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure area for a minimum of one (1) year. Within this one (1) year period, the person tested or the Superintendent or his designee can request in writing that the laboratory retain the sample for an additional reasonable period specified in the request. If no proper written request is received within the one (1) year period, the sample may be discarded.
10. Notification and Administrative Processing of Positive Results. All analytical results, negative and positive, will be reported by the laboratory to the Superintendent within an average of five (5) days after receiving the specimens. The Superintendent or his designee will interview the person to determine if there is any satisfactory explanation for the positive result. The Superintendent or his designee may conduct an additional medical interview with the individual and may require the original specimen to be reanalyzed if necessary.
11. Record Retention. Confidentially Records of drug tests results are recognized to be private and sensitive records, which will be maintained in a secure fashion to insure confidentiality. Records showing an employee passed a drug test will be kept for at least one (1) year. Records showing that an employee failed a drug test, the type of test (e.g., reasonable suspicion), the illegal drug(s) used by the employee, and the disposition of each employee will be kept for at least five (5) years. These records, or any of them, may be maintained by the Superintendent or his designee's discretion for an indefinite period of time beyond the above specified minimums.

12. Information regarding an individual's drug testing results is confidential and will be released by the Superintendent or his designee only upon the written consent of the individual, except that results may be released and relied upon by the District in any administrative or court action by the employee involving the drug test or any discipline resulting from a violation of this policy, including employment and court proceedings.
13. Collections and Specimens – At least 30ml of urine will be required to complete the test, or the test will be rejected and must be re-performed. The designated collection site shall have an enclosure within which private urination can occur, a toilet for completion of urination, and a source of water for washing hands. Procedures for collection urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen. Examples of reasonable cause to believe a specimen will be altered or substituted include: the presentation of a urine specimen that falls outside the normal temperature range (90.0 deg. F -100.0 deg F) and presentation of specimen with a specific gravity of less than 1.0003.
14. Changes to Procedures – This procedure may be amended from time to time to facilitate changes in the District's Drug Free Workplace Substance Abuse Policy as necessary.

Drug and Alcohol Abuse Testing Procedures for Job Applicants

1. All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of the drug testing and alcohol testing and will have the screening procedure explained to them.
2. Applicants will be asked to sign an authorization for the tests which will release the Superintendent to disclose the results of the drug and alcohol test. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the Superintendent will suspend the procedures at that point.
3. The Superintendent or his designee will review the analytical results of the drug and alcohol tests, and interview the applicant, either by phone or in person, to determine whether there is any satisfactory explanation for a positive result.
4. The Superintendent or his designee may require the original specimen to be reanalyzed if necessary.
5. The Superintendent or his designee will advise the applicant that he or she has tested positive and, if requested, will allow the applicant a reasonable period, not to exceed three (3) day, to provide additional medical evidence of a proper prescription for the drug(s) which caused the positive test. Nothing herein shall be construed as requiring the Superintendent or his designee to disclose to the applicant the drug(s) for which the applicant tested positive. Rather, it is the duty of the applicant to disclose to the Superintendent or his designee and, upon request, to provide the Superintendent or his designee with evidence of all drugs taken by prescription.

Drug and Alcohol Testing of Current Employees Reasonably Suspected of Drug or Alcohol Abuse.

1. Once the determination has been made that an employee is to be tested based upon reasonable suspicion, the Superintendent or his designee should then transport the employee to the collection site or make other appropriate arrangements for transportation. The collection site personnel should be notified that the reason for testing is reasonable suspicion.
2. Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.
3. Once the procedure has been completed the employee should be transported back to the Superintendent's office where the employee will be placed on administrative leave with pay until the results of the tests are available.
4. If the employee refuses to sign the release or refuses to be tested by Priest River Medical or Newport Hospital, the employee should be advised that refusal under Board Policy is insubordination. If the employee continues to refuse, the employee should be transported back to the Superintendent's office. The Superintendent will place the employee on administrative leave with pay with instructions to call his/her office before normal reporting time for that employee on the following workday.
5. If the Superintendent or his designee feels that the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive, and if the employee insists, the Superintendent or his designee should tell the employee that if he/she gets in a vehicle to drive that he/she will call the police or the Sheriff's Department and give them the location, license plate number, etc.
6. In the event of positive test results, the Superintendent or his designee will review other records of the employee and work out proper disciplinary procedures, if any, in accordance with Board policy and state law.
7. Once the employee has been scheduled for testing, if the employee refuses to be tested, the employee will be considered insubordinate and subject to disciplinary procedures. If an employee has been notified to go for testing and fails to show up for the test, this will be considered the same as refusal to test unless a medical emergency or accident prevents the employee from testing, in which case credible documentation will be required that substantiates the reason for being absent from the testing. If in the sole discretion of the Superintendent, the employee is allowed to be tested at a later date, the above procedure will be repeated. In no case will an employee be allowed more than one (1) opportunity to be rescheduled for testing.

8. Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures and will cease to be considered a viable candidate for the current position and for any future position openings in this classification until the employee has signed a release for drug testing at the time of submitting any future applications for this classification. The collection site personnel should notify the Superintendent in the event an employee refuses to test or does not show for testing. In the event of positive test results, the Superintendent will then review other records of the employee work out proper disciplinary procedures, if any, in accordance with Board policy and state law.

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

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District No. 83

PERSONNEL

5325

Employee Use of Social Media Sites, Including Personal Sites

Because of the unique nature of social media sites, including personal sites, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information

Employees shall not post confidential or proprietary information about the District, its employees, students, agents or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District.

Do Not Use District Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause or political party or political candidate.

Respect District Time and Property

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

On Personal Sites

If you identify yourself as a District employee online, it should be clear that the views expressed, posted or published are not necessarily those of the District.

Policy History:

Adopted on: July 14, 2010

Revised on:

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

Think Before Posting

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

Be Respectful

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

Remember Your Audience

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

District Social Media Sites

Notify the District

Employees that have or would like to start a social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site.

Have a Plan

Districts should consider their messages, audiences, goals, as well as strategy for keeping information on social media sites up to date.

Protect the District Voice

Posts on social media sites should protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons and the determination of content.

Policy History:

Adopted on: July 14, 2010

Revised on:

West Bonner County School District

PERSONNEL

5330

Employee Electronic Mail and On-Line Services Usage

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

Because of the unique nature of e-mail/Internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. No district employee may use the District’s e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues, however, use for other informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees’ e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

Cross Reference: 5290 Political Activity-Staff Participation

Legal Reference: Idaho Constitution Article III, Section 1
Idaho Attorney General Opinion No. 95-07

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District No.83

PERSONNEL

5330F

Employee Electronic Mail and On-Line Services Use Policy Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and On-Line Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

Employee Signature

Employee Printed Name

Date

Policy History:

Adopted on: September 21, 2011

Revised on:

West Bonner County School District

PERSONNEL

5335

Employee Use of Electronic Communications Devices

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

District-Issued Communications Devices

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

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

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

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

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

Personally-Owned Communications Devices

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

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

Cellular telephones and pagers/beepers should not be used during the employee's normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of cellular telephones or audible

paggers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

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

Policy History:

Adopted on: March 12, 2008

Revised on:

Evaluation of Certificated Personnel

The District has a firm commitment to performance evaluation of district personnel whatever their category and level, through the medium of a formalized system based on the work of Charlotte Danielson. There will be separate evaluations for specialist positions such as librarian, school counselor, and school nurse based on identified duties and responsibilities and the domains from the Charlotte Danielson model. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. The procedures outlined in this document apply to certificated personnel, unless a negotiated procedure in a collective bargaining agreement provides otherwise.

Objectives and Criteria

The formal performance evaluation system is designed to:

- a. Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- b. Serve as a systematic guide for supervisors in planning each employee's further training.
- c. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties.
- d. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- e. Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- f. Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- g. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.
- h. Serve as a guide for supervisor/employee conversation focused on employee work in the four domains, their associated components and subcomponents:

Domain 1 – Planning and Preparation

- a. Demonstrating Knowledge of Content and Pedagogy
- b. Demonstrating Knowledge of Student

- c. Selecting Instructional Outcome
- d. Demonstrating Knowledge of Resource
- e. Designing Coherent Instruction
- f. Designing Student Assessment

Domain 2 – The Classroom Environment

- a. Creating an Environment of Respect and Rapport
- b. Establishing a Culture for Learning
- c. Managing Classroom Procedure
- d. Managing Student Behavior
- e. Organizing Physical Space

Domain 3- Instruction

- a. Communicating with students
- b. Using Questioning and Discussion Techniques
- c. Engaging Students in Learning
- d. Using Assessment in Instruction
- e. Demonstrating Flexibility and Responsiveness

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. Demonstrating Professionalism

Responsibility

The **Superintendent** has the overall responsibility for the administration of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

- a. The distribution of proper forms in a timely manner.
- b. Ensuring completed forms are returned for file by a specified date.
- c. Reviewing forms for completeness.
- d. Identify discrepancies.
- e. Ensuring proper safeguard and filing of completed forms.

The **Employee** has the responsibility for:

- a. Completing/signing an individual professional development plan by October 15th (Form A) Signature to indicate conference with supervisor was completed.

- b. Meet with supervisor to review professional development plan

The **Immediate Supervisor** (Evaluator) is the employee's "evaluator" and has the responsibility for:

- a. Meeting with each employee to review/sign their Form A individual professional development by October 15th.
- b. Continuously observing and evaluating each employee's job performance.
- c. Conducting a minimum of two informal observations, i.e. walkthroughs including documentation of evidence on informal observation form for all teacher contract categories. (Form B)

Additional Procedures:

- a. There shall be a minimum of one (1) written evaluation in each of the annual contract years of employment, and at least one (1) evaluation the first portion of which shall be completed before February 1 of each year, and shall include input from parents and guardians of students as a factor.
- b. A second portion shall be included for all evaluations conducted after June 30, 2012. This second portion shall comprise at least fifty percent (50%) of the total written evaluation and shall be based on objective measure(s) of growth in student achievement. The requirement to provide at least one (1) written evaluation does not exclude additional evaluations that may be performed.
- c. All teachers on a Type A contract and teachers not on the Professional Growth Option can expect two formal observations (Form D) to include a pre (Form C) and post (Form E) conference. One observation shall be completed each semester.
- d. All evaluations will be completed by June 1st (Form F).
- e. Counselors will be evaluated utilizing Form A, G, and H
- f. Nurses will be evaluated utilizing Form A, I, and J
- g. Library/Media Specialists will be evaluated utilizing Form A, K, and L
- h. Providing conferences with each employee to discuss job performance.
- i. Completing Performance Evaluation Forms as required.

Professional Growth Plan option:

- a. Eligibility limited to staff on a "B" or "Grandfathered Renewable" contract
- b. Limited to 3/4 of building staff. If more than 3/4 of building staff request the PGP option, selection will be random.
- c. Must indicate interest and submit Professional Growth Plan to principal by Nov 1st utilizing Form M.
- d. Must have only Proficient or Distinguished on previous year's evaluation.
- e. Principal approval required if new to grade level.
- f. Eligible staff must return to regular evaluation cycle at least once every four years.
- g. Purpose:
 - i. To enhance professional growth
 - ii. To improve student academic growth/achievement
 - iii. To provide feedback on professional issues
 - iv. To focus on school improvement initiatives

h. Components:

- i. Written plan detailing focus, activities, and data used to evaluate plan results.
- ii. Focus on but not limited to domain two or three
- iii. One formal observation each year
- iv. Final evaluation based on PGP plan progress and results.

Sources of Data Used in Evaluation Process

- Teacher observation model based on the work of Charlotte Danielson

Procedures

Evaluation Form: An Evaluation Form (Form F) will be completed for each certificated employee, except where excluded under this policy. A copy will be given to the employee. The original will be retained by the immediate supervisor. This form should be reviewed annually and revised as necessary to indicate any significant changes in duties and/or responsibilities. The form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (evaluator) and the employee as to the job description and major performance objectives.

Periodic classroom walkthrough informal observations will be included in the evaluation process (Form B). Formal Observation (Form D) will be a minimum of thirty (30) minutes.

Form F will be completed utilizing the evidence/artifacts collected on Forms A-E.

Form M including self-reflection, goal analysis, data, and professional development log of activities.

Form N will be utilized for gathering parent/guardian input.

The evaluation form will identify the sources or data used in conducting the evaluation.

Pre/Post Observation and Evaluation Conferences: During pre/post observation conferences and for evaluation conferences, an open dialogue should occur which allows the exchange of performance oriented information that includes, but is not limited to, the four Charlotte Danielson domains and related subcomponents.

The employee should be informed of how he/she has performed to date. When the evidence indicates unsatisfactory performance, the employee should be informed in writing of necessary steps to improve.

Meeting with the Employee

Each evaluation shall include a meeting with the affected employee. At the scheduled meeting with the employee, the Immediate Supervisor will:

- a) Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
- b) Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written response within seven (7) days and outline the process for rebuttal. Have employee sign the evaluation form indicating that he/she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will forward the original copy of the evaluation form in a sealed envelope, marked Confidential to the Superintendent for review. The immediate supervisor will also retain a copy of the completed form and provide a copy for the employee.

Action

Should any action be taken as a result of an evaluation to not renew an individual's contract, or to renew an individual's contract at a reduced rate, the District will comply with the requirements and procedures established by State law.

Reassignment of Administrative Employees

The board has the right to reassign administrative employees on a renewable contract to non-administrative positions with appropriate reduction of salary from preexisting salary levels. In the event the board reassigns an administrative employee to a non-administrative position, the board will give the employee written notice with a statement of the reasons for the reassignment. The employee, upon written request to the board, will be entitled to an informal review of that decision. The process and procedure for the informal review is set forth below.

For purposes of this policy, "administrative employees" are defined as all certificated staff in administrative or supervisory positions in this district (i.e., principal, assistant principal, director of special services, etc.) This definition does not include superintendent.

Informal Review Procedure for Reassignment of Administrative Employees

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 teacher's 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.

The Superintendent or his/her designee will organize an annual meeting of all stakeholders, including teachers, school board members, and administrators to monitor and evaluate the district's personnel evaluation system as well as continuing development and ongoing review of the teacher evaluation plan.

The Superintendent will work with the district professional development committee to plan ongoing training and professional development for evaluators/administrators and teachers on the district's evaluation standards, tools, and process.

The Superintendent will make recommendations to the board for funding ongoing training and professional development for administrators in evaluation.

The Superintendent or his/her designee will work with the district professional development committee to collect and analyze evidence and artifacts gathered from the evaluation tool for use in planning professional development activities.

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts – Support programs –
Categories of Contracts – Optional Placement
I.C. § 33-514A Issuance of Limited Contract
I.C. § 33-515 Issuance of Renewable Contracts
IDAPA 08.02.02.120 Local District Evaluation Policy

Policy History:

Adopted on: March 12, 2008

Revised on: April 14, 2010

Revised on: October 26, 2011

WBCSD Individual Professional Growth Plan – DRAFT

Teacher: _____ School: _____ School Year: _____

Grade Level(s) _____ Subjects: _____ Date: _____

Based on your self-assessment, your administrator's input, and any school or district initiatives, what goal(s) have you identified? What is an area of knowledge or skill that you would like to strengthen?

Describe the connection between this goal and your teaching assignment:

What would success on this goal look like? How will you know when you have achieved it? What would count as evidence of success?

- 1.
- 2.
- 3.

Describe the activities you will do to work toward your goal and appropriate time lines:

Activity	Timeline
I plan to: 1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.

What Resources will you need to help you achieve your goal?

Mid-year Evaluation (Progress on goals and parent/guardian input before February 1st)

Final Evaluation (Reflection and evaluation of progress in meeting PGP goals)

West Bonner School District Policy 5340 Form N.
Elementary Classroom Teacher
Parent/Guardian Input Form

TEACHER: _____

GRADE: _____

SCHOOL YEAR: 2011-2012

Please complete and sign the form, place in a sealed envelope, and send to the school office by **November 15th**. The Principal will forward the sealed envelopes to the District Office where the results will be summarized and provided to the Principal and the teacher. Staff will not see individual parent/guardian responses.

Please:

1. Circle the most appropriate number/answer.
 2. Place completed form in confidential envelope and return to the school office.
 3. Complete only one form for this teacher.
 4. Offer specific comments when possible and appropriate.
- If you have a concern with regard to an event occurring in your child's classroom and wish to more directly address this issue, please understand that this form alone will not directly address your concern. Please communicate your concern directly with the teacher and/or building administration.

Thank you for taking the time to provide this input.

Parent/Guardian Input	Agree	Disagree	Don't know
1. The teacher engages in frequent and informative communications with the parent about student progress, attendance, behavior, curriculum topics and objectives. (Example: progress reports, graded papers, newsletters, e-mails, upcoming events, phone calls, etc.)	5 4 3 2 1		<input type="checkbox"/>
2. Teacher is approachable, open to parental communication and parental input.	5 4 3 2 1		<input type="checkbox"/>

West Bonner School District Policy 5340 Form N.

Parent/Guardian Input	Agree Disagree Don't know
3. Teacher maintains a classroom in which my child feels physically and emotionally safe.	5 4 3 2 1 <input type="checkbox"/> Comment:
4. Teacher treats my child with respect, care, and demonstrates knowledge of my child's needs.	5 4 3 2 1 <input type="checkbox"/> Comment:
5. I am satisfied with my child's overall school experience as provided by this teacher.	5 4 3 2 1 <input type="checkbox"/> Comment:

Any additional comments you wish to share. **(please feel free to attach a separate page):**

Name: _____

Signature: _____

Date: _____

This form will not be considered unless you sign it.

West Bonner School District 5340 Policy Form N.
Secondary Classroom Teacher
Parent/Guardian Input Form

TEACHER: _____

CLASS/SUBJECT: _____ Circle the Class Period: 1 2 3 4 5 6 7 8

GRADE LEVEL: _____

SCHOOL YEAR: 2011-2012

Please complete and sign the form, place in a sealed envelope, and send to the school office by **November 15th**. The Principal will forward the sealed envelopes to the District Office where the results will be summarized and provided to the Principal and the teacher. Staff will not see individual parent/guardian responses.

Please:

1. Circle the most appropriate number/answer.
 2. Place completed form in confidential envelope and return to the school office.
 3. Complete only one form for this teacher per subject. (If your student has this teacher for multiple classes, you may choose to complete multiple forms.)
 4. Offer specific comments when possible and appropriate.
- If you have a concern with regard to an event occurring in your student’s classroom and wish to more directly address this issue, please understand that this form alone will not directly address your concern. Please communicate your concern directly with the teacher and/or building administration.

Thank you for taking the time to provide this input.

Parent/Guardian Input	Agree	Disagree	Don't know			
1. The teacher engages in frequent and informative communications with the parent about student progress, attendance, behavior, curriculum topics and objectives. (Example: progress reports, PASS, graded papers, classroom outlines, syllabus, e-mails, phone calls, etc.)	5	4	3	2	1	<input type="checkbox"/>
	Comment:					
2. Teacher is approachable, open to parental communication and parental input.	5	4	3	2	1	<input type="checkbox"/>
	Comment:					

West Bonner School District 5340 Policy Form N.

Parent/Guardian Input	Agree Disagree Don't know
3. Teacher maintains a classroom in which my son/daughter feels physically and emotionally safe.	5 4 3 2 1 <input type="checkbox"/> Comment:
4. Teacher treats my son/daughter with respect, care, and demonstrates knowledge of my child's needs.	5 4 3 2 1 <input type="checkbox"/> Comment:
5. I am satisfied with my son/daughter's overall school experience as provided by this teacher.	5 4 3 2 1 <input type="checkbox"/> Comment:

Any additional comments you wish to share not covered by the above questions (**please feel free to attach a separate page**):

Name: _____

Signature: _____

Date: _____

This form will not be considered valid unless you sign it.

West Bonner County School District

PERSONNEL

5345

Discipline of Certified Staff

The West Bonner County School District attempts to provide certified employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with District or departmental requirements by means of progressive disciplinary actions.

Employees are expected to abide by established district rules and policies, the reasonable directions of their supervisors, and the Idaho Code. To enable certificated employees to do this, supervisors must investigate the circumstances of apparent policy or rule violations or unsatisfactory performance before taking action, and ensure that prompt, consistent disciplinary action is administered. An informal hearing (told of the problem and given a chance to respond) with the supervisor and/or superintendent shall be afforded by any individual prior to being disciplined.

As a means to assist and encourage employees to correct their conduct and to achieve satisfactory work performance, principals will typically start by conferencing with an employee to determine if a verbal reprimand is appropriate. If a verbal reprimand is given, it is documented. The next step would be a written reprimand, and if continued noncompliance is evidenced and after consultation with the superintendent, the employee may be suspended pending an investigation or disciplinary hearing. Particular circumstances may, in some cases, be exceptional or singular and the related disciplinary actions shall be tempered or expanded because of the facts of the situation. Violations of the District policies, prescribed rules, regulations, Teacher code of Ethics, policies or procedures of the WBCSD, legal codes of the State of Idaho, and/or individual school rules or procedures may result in disciplinary measures, including suspension and discharge.

The Superintendent is authorized to suspend certified employees immediately pending review by the Board of Trustees at the next regularly scheduled meeting.

Discharge of Certificated Employees

Employees Receiving Limited Contracts

A limited contract is specifically offered only for the duration of the school year. This district is under no obligation to give further notice to terminate the contract at the conclusion of the contract year. The district is further under no obligation to rehire a certificated employee who received a limited contract.

Employees Receiving Annual Contracts

When a certificated employee's work is found to be unsatisfactory, a reasonable period of probation will be established by the board. At the end of the probationary period, the board will

decide whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continuing probationary status.

Employees Receiving Renewable Contracts

Before the board can determine not to renew a contract for reasons of unsatisfactory report of the performance of any certificated person whose contract would otherwise be automatically be renewed, or to renew the contract of an employee at a reduced salary, the employee will be entitled to a reasonable period of probation.

Discharge of Certificated Employees

Any certificated employee during the limited contract period, annual contract period or with a renewable contract may be discharged only after the following procedures are met:

1. The superintendent or other authorized administrative officer may recommend the discharge of any certificated employee by filing with the board written notice specifying the alleged reasons for discharge.
2. Upon receipt of the notice, the board, acting through its designee, will 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.
3. The hearing will be scheduled to take place not less than six (6) days or 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 will be public unless the employee requests in writing that it be in executive session.
5. All testimony at the hearing will 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 his or her designee will conduct the hearing.
8. The board will cause an electronic record of the hearing to be made, or will employ a competent reporter to take stenographic or steno-type notes of all the testimony at the hearing. A transcript of the hearing will be provided at cost by the board upon request of the employee.

9. At the hearing, the superintendent or duly authorized administrative officer will present evidence to substantiate the allegations contained in the notice received by the board.
10. The employee may produce evidence to refute the allegations. Any witness presented by the superintendent or by the employee will be subject to cross examination. The board may also examine witnesses and be represented by counsel.
11. The affected employee may file written briefs and arguments with the board within three (3) days after the close of the hearing or such other time as may be agreed upon by the affected employee of the board.
12. Within fifteen (15) days following the close of the hearing, the board will determine and, acting through their duly authorized administrative official, 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 retained, immediately discharged, or be discharged upon termination of the current contract.

Legal Reference: Idaho Code Section 33-513
 Idaho Code Section 33-514
 Idaho Code Section 33-514A
 Idaho Code Section 33-515

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5350

Certified Personnel Resignation (Release from Contract)

Applicants for teaching positions with West Bonner County School District who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees (including those employees who have just signed their first contract) will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The Employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. (If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.)

A determination of availability of a suitable replacement will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee desire release from his/her contract after the first day of July, the board of trustees may at its discretion request a hearing before the professional standards commission, alleging that the certificated employee is guilty of unethical and unprofessional practice.

Classified Personnel

Classified Employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5353

Suspension of Teaching Certificate

A teaching certificate will be suspended by the Idaho Department of Education after receiving a court order finding that a certificated employee:

1. Is ninety (90) days or two thousand dollars (\$2,000) in arrears for paying child support;
2. Has failed to comply with a subpoena in a paternity or child support proceeding; or
3. Has failed to comply with an order providing for visitation with a minor child.

The teaching certificate suspension will become final, without additional review or hearing.

A certificated employee, whose teaching certificate is suspended, will be removed from the certificated employee salary schedule and will be paid as a substitute teacher until the school district is notified that the suspension no longer exists, or until the end of the current semester or term, whichever occurs first.

Any certificated employee on an annual or renewable contract, whose teaching certificate has been unsuspended by court order, or by the Professional Standards Commission, is in violation of the terms of the contract.

The board of trustees will have the discretion to determine whether to retain or dismiss the employee whose teaching certificate is suspended due to failure to maintain a valid teaching certificate.

A certificated employee on an annual contract for the third full year of continuous employment, whose certificate has been suspended, will no longer be considered for a renewable contract since that employee did not have a valid certification in effect for the required duration of time. If the employee remains employed with this district, and the suspension to his/her certificated is lifted, the employee will be treated as a first-year employee for renewable contract purposes.

A certificated employee on a renewable contract, whose certificate has been suspended, may be terminated from employment after receiving a due process hearing, as required by law. The issue to be heard by the board of trustees at the due process hearing under this policy will pertain to whether the employee has a suspended certificate, and is thus not qualified to hold a certificated position in this district.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5355

Extra Duty Assignments for Advisors and Coaches

This district may enter into supplemental contracts with certified employees for extra-duty assignments. An extra-duty assignment is defined as an assignment which is not part of a certificated employee's regular teaching duties.

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.

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 of 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.

In the event no certificated employees apply and/or qualify for a particular extra-duty assignment, the administrator may accept applications from non certificated employees and/or other individuals. 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.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5360

Dress and Appearance

“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” Harry K. Wong

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

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

DRESSING UP IS ENCOURAGED

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

Males

- Pinpoint or button-down dress shirts
- Knit shirts (not T-shirts)
- Slacks or khakis/Docker-type slacks
- Dress shoes, boots, athletic shoes, casual shoes
- Socks
- Neckties
- Business suit
- Sport coat or sweater
- Holiday, theme, or school sweatshirts
- Blue jeans on activity days (spirit day, special classroom activities, field day)
- Wind suits/sweat suits on spirit or activity days

Females

- Business suit
- Jumpers, dresses, skirts (appropriate fit and length) (Denim/Chambray fabric acceptable)
- Slacks or khaki/Dockers-type slacks
- Dress shoes, casual shoes, boots, athletic shoes
- Blouses, knit shirts, cotton shirts, sweaters (moderate neckline)
- Holiday, theme, or school sweatshirts

- Dress shorts/skorts of appropriate professional fit and length
- Knit dress pants with tunic length top
- Dress “crop slacks” that are loose fitting
- Blue jeans on activity days (spirit day, special classroom activities, field day)
- Wind suits/sweat suits on spirit or activity days

Inappropriate/Unacceptable Attire

- Backless, see-through, tight fitting, or low-cut blouses/tops/dresses
- T-shirts, lycra, spandex, midriff tops, tank tops, muscle shirts
- Cut-off/Jeans shorts
- Sweatpants
- Coaching shorts, spandex (shorts or pants) of any length
- Blue Jeans
- Mini-skirts
- Jogging suits
- Denim overalls
- Apparel with offensive logos

EXCEPTIONS

- Gym Teachers: Gym clothing appropriate to activity, shorts restricted to gym or outside PE areas.
- Field Trips/Field Days: Modest, appropriate to activity.
- Special Days: Holiday clothing/school spirit/thematic clothing with Principal’s permission.
- The Principal may grant exceptions based on job-related needs.

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

ENFORCEMENT

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

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5400

Leaves of Absence

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. For purposes of sick leave, classified employees is to include all classified staff and department supervisors; and certificated employees is to include all teachers, building principals and superintendent. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day.

Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. See “The WBCEA Negotiated Agreement”. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness. Abuse of sick leave is cause for discipline up to and including termination.

After an illness of five (5) consecutive days, employees may be asked to present a doctor’s statement attesting to the illness or injury necessitating the employee’s continued absence. When an employee has exhibited a pattern of absence that suggests an abuse of sick leave, the employee may be asked to present a doctor’s statement attesting to the illness or injury necessitating the employee’s absence irrespective of five days.

When the employee qualifies for sick and injury leave but has exhausted his/her accumulated leave bank, the employee may be absent on an unpaid sick/injury leave. The District has the right to require an examination by a physician mutually agreed upon by the District and the employee. The employee may not be rehired for the next ensuing year unless the employee has provided the District with a physician’s statement which provides the District with a reasonable assurance that the employee’s physical/mental status is such that the employee will be able to fulfill his/her contractual or work obligation. The District has the right to deny continued absence on unpaid sick leave.

Kitchen staff working 15-19 hours per week shall receive one (1) sick day per month. This day is not cumulative.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” includes husband, wife, father, mother, son, daughter, parent-in-law, child-in-law, grandparent, grandchild, brother, sister, guardian or ward

and the same members of the spouse's family or like members of a step family. This includes any relative or person residing in the same household for more than six months. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

Accumulation of unused sick leave

Sick leave may be accumulated to an unlimited amount.

Bereavement Leave

Up to a total of five (5) days of absences shall be authorized by the immediate supervisor because of death in the immediate family. Conditions of this article pertain to both sides of the family. These five (5) days are in addition to accumulated sick leave and are not chargeable to sick leave. When extenuating circumstances exist, the Superintendent or designee may allow an exception. This leave is non-cumulative.

Personal

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Personal leave of two (2) days per year, cumulative to five (5) days, shall be granted to classified personnel who work twenty (20) hours or more per week. All full time classified employees who have worked fourteen (14) years or more for the district and who were not on probation or a plan of assistance the previous school year shall be granted an additional personal leave day per year. Employees may receive pay for unused personal leave up to three (3) days per year. Personal leave days are paid at sub rate of pay for teachers and full rate for classified employees. Personal leave for building principals and department supervisors will be granted three (3) personal days per year, cumulative to five (5) days per year. Personal days for administrators are paid at the administrator's daily rate. Personal days are granted in the beginning of the fiscal school year, any employee hired after the school year begins will have personal days prorated per the portion by hire date.

1. Leave can be used in hour increments for classified and in units of half or full days for teachers.
2. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week.

Leave Without Pay

Payroll deductions for personal absences not specifically authorized in the district's policies will be calculated on the basis of the individual's prorated salary for each day absent. Absences without the permission of the immediate supervisor or the superintendent may lead to disciplinary action, including termination.

It is the policy of the Board of Trustees that extended leaves (over three days) for reasons not described by board policy may be granted as leave without pay, if approved by the employee's immediate supervisor. Prior notification of the request in writing is required.

Leave of Absence

Certificated Employees: Follow procedure set in Negotiated Agreement.

Classified Employees: Leaves of absence may be granted for classified employees for specified times for reasons approved by the Trustees (the superintendent may grant for emergency situations).

Legal Reference: 42 USC 2000e	Equal Employment Opportunities
I.C. § 33-1216 et seq.	Sick and other leave
I.C. § 33-1228	Severance allowance at retirement

Policy History:

Adopted on: May 9, 2007

Revised on: March 12, 2008

Revised on: June 11, 2008

Revised on: August 11, 2009

Revised on: July 12, 2011

Sick Leave Bank

1. Purpose: The purpose of the Sick Leave Bank shall be to provide all eligible staff additional sick leave days needed to recover from serious illness/injuries (non-work related) which cause an employee to be absent from work for (5) or more consecutive days. Criteria for eligible staff are those employees who either holds a West Bonner County School District contract or work 20+ hours a week.
2. The Sick Leave Bank shall be administered by a council comprised of two (2) certificated employees, two (2) classified employees and one (1) Administrator to be appointed by the Superintendent. This council shall elect a chairperson. The employee's council terms will be two year staggered terms as determined by the West Bonner County Education Association (hereafter called WBCEA) and the Meet & Confer Committee. If a vacancy occurs, prior to the end of the term, the two respective groups shall appoint a replacement to serve out the remainder of that council member's term.
 - a. The Council shall have the authority to recommend guidelines in addition to those set forth, as needed. Such guidelines shall have the approval of the current WBCEA and Meet & Confer Committee and Board of Trustees.
 - b. The Council shall review all applications for use of the Bank and shall have the authority to make final decisions, within the guidelines, as to the disposition of the application. **Please note, sick leave bank application does not guarantee that the committee will grant the requested days.**
3. Eligibility for Membership: Membership in the Sick Leave Bank shall be extended to any employee who is employed by the District, who holds a West Bonner County School District #83 contract or who works a minimum of 20 hours per week, and who has accumulated one (1) day of personal sick leave as defined by Idaho Code 22-1216 and 33-1217. All certified employees of the District will automatically be members of the Sick Leave Bank. All certified employees beginning service with the District will contribute one (1) day to the sick leave bank following employment.
4. All Eligible Employees become a member of the Sick Leave Bank by contributing one (1) day to the Sick Leave Bank following employment and the accumulation of one (1) day of sick leave. Days donated shall be non-returnable to the donor. Any new employee shall have thirty (30) days from the date of hire to submit their application to join. Any existing employee who is not currently a member of the Sick Leave Bank may join during the "open enrollment" period each year during the month of September. If the employee joins during the "open enrollment" period, they must wait to access the Sick Leave Bank until April 1 of

- the following year. An employee donating one (1) day of accumulated personal sick leave, shall be a current member and shall continue as a current member until person submits a written resignation to the Sick Leave Bank Council.
5. Employees shall not be requested to make further contributions unless the number of days in the bank drops below 50 days. At such time as the bank drops below 50 days, each employee shall contribute one (1) day to the Sick Leave Bank. Written notice shall be give to all employees.
 6. The Council shall be responsible for reporting to the District's payroll office all days granted by the Bank and all other information necessary for the employee's records.
 7. The following are the guidelines established for receiving grants from the Sick Leave Bank.
 - a. May be made only after the applicant has:
 - i. Used all his/her accumulated sick leave, personal leave and vacation time; and
 - ii. Missed work two (2) days for which his/her salary was reduced.
 - b. Requests for days from the Sick Leave Bank must be made on the approved form, available in each school/office, and sent to the Business Manager.
 - c. All applications must be made no later than ten (10) days after returning to work within the same school year.
 - d. Shall not exceed a total of 25 days in any one school year. Additional days may be granted in extenuating circumstances.
 - e. Shall not be granted for medically related business, which can be scheduled on non-work time.
 - f. A doctor's note or diagnosis stating the serious illness/injury is required of the applicant's inability to work.
 - g. May be granted for illness in the employee's immediate family. Immediate family includes a husband, wife, father, mother, son, daughter, parent-in-law, child-in-law, grandparent, grandchild, brother, sister, guardian or ward and includes any relative or person residing in the same household for more than 6 months.

Policy History:

Adopted On: May 9, 2007

Revised On: July 12, 2011

West Bonner County School District

PERSONNEL

5410

Family Medical Leave

In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; or 4) to care for the employee's spouse, child or parent with a serious health condition; or 5) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Employees will be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will be designated FMLA Leave.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is: twelve (12) months forward from the date of a particular employee's first FMLA leave.

Medical certification by a doctor shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –
National Defense Authorization Act for FY2008 (NDAA), Pub. L. 110-181

Note: This provision applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide leave as a benefit of any employee's employment.

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

PERSONNEL

5410P

Family Medical Leave

Who Is Eligible—Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Benefit—Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12) weeks leave with continuing participation in the District's group insurance plan. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Reasons for Taking Leave—Unpaid leave will be granted to eligible employees for any of the following reasons:

- a) to care for the employee's child after birth, or placement for adoption or foster care;
- b) to care for the employee's spouse, child, or parent (does not include parents in-law) who has a serious health condition; or
- c) for a serious health condition that makes the employee unable to perform the employee's job
- d) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

Substitution of Paid Leave—Paid leave will be substituted for unpaid leave under the following circumstances:

- a) Accumulated sick/personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in (b) or (c) above.
- b) Accumulated vacation/personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in (a) above.
- c) Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy or an applicable collective bargaining agreement.
- d) Whenever appropriate workers' compensation absences shall be designated FMLA leave.

When Both Parents Are District Employees—If both parents of a child are employed by the District, they each are entitled to a total of twelve (12) weeks of leave per year. However, leave may be granted to only one (1) parent at a time, and only if leave is taken (1) for the birth of a child or to care for the child after birth; (2) for placement of a child for adoption or foster care, or to care for the child after placement; or (3) to care for a parent (but not a parent-in-law) with a serious health condition.

Advance Notice—Employees must provide thirty (30) days advance notice when the leave is “foreseeable.” In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

Requests—A sick leave request form is to be completed whenever an employee is absent from work for more than three (3) days or when an employee has need to be absent from work for continuing treatment by (or under the supervision of) a health care provider.

Medical Certification—The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense), and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work statement.

Intermittent/Reduced Leave—FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee’s own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District’s payroll system uses to account for absences or use of leave.

Insurance—An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the usual premiums throughout the leave period. An employee’s eligibility to maintain health insurance coverage will lapse if the premium payment is more than thirty (30) days late. The District will mail notice of delinquency at least fifteen (15) days before coverage will cease.

Return—Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

Record Keeping—Employees, supervisors and building administrators will forward requests, forms and other material to payroll to facilitate proper record keeping.

Summer Vacation—The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee would not have been required to work will not count against that employee’s FMLA leave entitlement.

SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

Leave More Than Five (5) Weeks Before End of Term—If an instructional employee begins FMLA leave more than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

- (a) the leave is at least three (3) weeks; and
- (b) the employee's return would take place during the last three-(3)-week period of the semester term.

Leave Less Than Five (5) Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

- (a) the leave is longer than two (2) weeks; and
- (b) the employee's return would take place during the last two-(2)-week period of the semester term.

Leave Less Than Three (3) Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three (3) weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five (5) days.

Intermittent or Reduced Leave—Under certain conditions, an instructional employee needing intermittent or reduced leave for more than twenty percent (20%) of the total working days over the leave period may be required by the District to:

- (a) Take leave for a period(s) of particular duration not to exceed the duration of treatment; or
- (b) Transfer to an alternate but equivalent position.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –
National Defense Authorization Act for FY2008 (NDAA), Pub. L. 110-181

Procedure History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

PERSONNEL

5412

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the West Bonner County School District supports this important role in our society. Upon receipt of the initial, official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the district office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular work day.

Employees who are requested to serve on Jury Duty will continue to receive their full salary from the School District. Each situation will be reviewed on a case by case basis.

1. All dollars received for travel and per diem expenses belong to the employee.
2. All payments received for being in attendance or for serving on Jury Duty (excluding the expenses listed in #1 above), will be returned to the West Bonner County School District [e.g., If an employee serves 10 days at \$20/day, the employee will pay the School District the full amount of reimbursement (\$200) for the 10 days served.]

Policy History:

Adopted on: May 9, 2007

Revised on:

West Bonner County School District

PERSONNEL

5413

Witness for Court Appearance Leave

West Bonner County School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the superintendent and their immediate supervisor (maintenance, school lunch, bus supervisor and principals). The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the district office as soon as possible.

All payments received for a subpoenaed appearance will be returned to the West Bonner County School District.

Personal leave (or leave without pay) must be used for all court appearances that are not school related or are for personal reasons. Administrative leave will be granted when the court appearance is required by the District.

Policy History:

Adopted on: May 9, 2007

Revised on:

West Bonner County School District

PERSONNEL

5420

Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave and family medical leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability shall be required.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth and recovery therefrom, shall commence only after sick leave and family medical leave has been exhausted.

Cross Reference: 5410 -5410P

Family Medical Leave

Legal Reference:

29 CFR 925, 29 USC 2601, et seq. Family Medical Leave Act-National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

29 CFR 1604.10 Pregnancy Discrimination Act-Employment Policies Relating to Pregnancy and Childbirth

Policy History:

Adopted on: March 12, 2008

Revised on: July 14, 2010

West Bonner County School District

PERSONNEL

5420P

Long-Term Illness/Temporary Disability

The following procedures will be used when an employee has a long-term illness or temporary disability:-

1. When any illness or temporarily disabling condition is “prolonged”, an employee will be asked by the administration to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his/her position, but at some point in the future will be able to return to work.
2. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.
3. Maternity leave will be treated as any other disability. As a disabling condition, maternity leave is not available to fathers.

Cross Reference: 5410 – 5410P

Family Medical Leave

Legal Reference: 29 CFR 825, 29 USC 2601, et seq.

Family Medical Leave Act –
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

29 CFR 1604.10

Pregnancy Discrimination Act -
Employment Policies Relating to Pregnancy and Childbirth

Procedure History:

Adopted on: March 12, 2008

Revised on: November 11, 2009

Revised on: July 14, 2010

West Bonner County School District

PERSONNEL

5430

Insurance Benefits for Employees/ Trustees

Newly hired certificated employees will be eligible for insurance benefits offered by the District consistent with the terms of the current collective bargaining agreement, if applicable.

Classified employees who work twenty (20) hours or more per week shall be entitled to the same group health insurance benefits as applicable to certificated personnel. All classified employees have a 90 day waiting period before group health insurance benefits begin.

Trustees will not be allowed to participate in the District's group health insurance program.

Legal Reference: I.C. § 33-517A School districts – Noncertificated employees – Group health insurance
I.C. § 67-5763 Governmental body authorized to make contracts for group insurance for officers and employees

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5440

School Holidays

The District designates the following days as school holidays:

1. New Year's Day;
2. Memorial Day;
3. Independence Day;
4. Thanksgiving Day;
5. Christmas Day.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Other specified state holidays, if falling on a school day, will be observed with appropriate ceremonies. Martin Luther King/Idaho Human Rights Day will be commemorated by the schools of the district.

Each school in session on Veteran's Day will conduct and observe an appropriate program for at least one class period remembering and honoring American veterans.

A day during the month of April in each year, designated as Arbor Day, will be observed by such exercises as will encourage the planting, preservation, and protection of trees and shrubs.

Legal Reference: I.C. § 33-512 Governance of schools
 I.C. § 73-108 Holidays enumerated

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5450

Vacation Leave

12-month classified and administrative employees who work 20+ hours per week shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1-5	10 days
6-10	15 days
11+	20 days

1. The vacation time will be accrued in hours and a vacation day is the same number of hours per workday.
2. Time taken from the job and charges as vacation time may be scheduled and used in large or small increments. The smallest increment shall not be less than two hours at any one time.
3. Employees are expected to plan and schedule two weeks in advance of proposed use of vacation time with their immediate supervisor.
4. Employees may request payment in lieu of vacation by submitting a written request to payroll by June 1st.
5. Vacation time will not be granted prior to being earned.
6. Not over ten (10) vacation days of the prior year can be carried forward after September 31st of the current school year. Any carryover of vacation days must be approved by the employee's supervisor and superintendent, and should be afforded only when mutually-agreed to the district and employee.
7. Upon termination, unused accrued vacation will be paid. The maximum amount to be paid to the employee upon termination would be ten (10) vacation days.
8. Under extraordinary circumstances the superintendent, or designee, may make exception to Item #6 above.
9. If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

Revised on: December 15, 2010

West Bonner County School District

PERSONNEL

5460

Workers' Compensation Benefits

The employee must report all injuries and/or illnesses as soon as possible; but no later than 60 days from the date of the injury.

If there is a time loss with the workers compensation claim the District will not compensate the employee for any wages for the first two days while the employee is out on injury. The employee is allowed to use accrued sick leave to compensate them for the first two days. Beginning on the third day of injury, the District will compensate the employee at 66% of their wages for three days. On the sixth day of time loss wages, the State Insurance Fund will begin compensation. The State Insurance Fund will provide the employee with time loss compensation pursuant to the Idaho Worker's Compensation Act. However, the District will maintain the normal benefits provided to the employee.

Those employees out for workers compensation will also be on family medical leave. Both the workers compensation and the family medical leave will run simultaneously.

All employees with a time loss claim will not be compensated by the District beyond the date of injury. The State Insurance Fund will provide compensation for time loss wages. Both workers compensation and family medical leave will run simultaneously. If the employee has not returned to work at the end of the 12 weeks of family medical leave, the District is no longer obligated to maintain the FMLA benefits or retain the position of the employee. At this time, the certified employee may apply for a leave of absence, unless the employee continues under a covered worker's compensation claim and is receiving total temporary time loss benefits and no degree of permanent impairment has been determined.

Employees can not use sick leave during the time that they are on workers compensation or family medical leave. There will be no sick leave or vacation time accrued during the time an employee is not physically working for the District due to a work related injury.

To minimize the extent of monetary loss to both the employee and the District, the District will implement a claims management program.

Elements and Functions of the Claims Management Program

- 1) The Board of Trustees will adopt a claims management policy.
- 2) The Business Manager or designee will serve as the claims management coordinator.
 - a) Responsibilities are to include:
 - i) Coordinating all phases of the claims management program.
 - ii) Analyzing claims management experience and preparing any necessary reports.

- iii) Consulting administrators and department heads on the administration of the claims management program.
 - iv) Evaluating program annually and recommending, if needed, changes to the program.
- 3) Pre-injury plan is to be communicated to all employees and gives complete information to be followed in the case of an injury. Below are the steps to follow when a work related injury occurs.

a) Employee Responsibilities:

- i) Report all injuries and/or illnesses to your supervisor immediately.
- ii) Assist your supervisor in completing a “Notice of Injury and Claim for Benefits” form.
- iii) Must maintain weekly contact with the claims management coordinator. This contact name and number will be provided to the employee on the information sheet given to the employee at the time of the accident. If employee does not maintain weekly contact with the claims management coordinator, the employee may be considered insubordinate and could possibly lead to termination.
- iv) If it is a time loss claim, employee must bring in payment to maintain any payroll deductions before the 15th of each month.
- v) When your doctor appointments are scheduled, advise the claims management coordinator in advance.
- vi) Take a copy of your written job description with you to your first doctor visit. This will allow the doctor to see exactly what tasks you perform and help determine if you can be released to your normal job.
- vii) Upon your return to work, bring in a Return to Work slip from your doctor, listing any restriction, which may apply. Please deliver the “return to work” slip to the claims management coordinator prior to reporting for work. Employee must call ahead to schedule meeting. The return to work slip must be reviewed and approved to ensure you are physically able to do the job to which you are returning.

b) Supervisor’s Responsibilities:

- i) Fill out a “Notice of Injury and Claim for Benefits” form for the injured employee. These forms must be submitted to the claims management coordinator no later than the second day of the accident.
- ii) Provide safe transportation for the employee to the hospital or doctor’s office. Either drive the employee to the doctor’s office or hospital yourself or arrange for such transportation by an alternate district employee.
- iii) Ensure that the injured employee has the workers compensation information sheet.
- iv) Ensure that the injured employee takes a written job description with him/her to the first doctor’s visit.
- v) Schedule and incident investigation with the claims management coordinator as soon as possible after each injury or accident.
- vi) Keep employee informed of all department news and events.
- vii) Do not allow the employee to return to work without a written release from the claims management coordinator.

c) **Claims Management Coordinator Responsibilities:**

- i) Ensure that the “Notice of Injury and Claim for Benefits” form is completed for the injured employee. This form must be faxed and mailed to the State Insurance Fund.
 - ii) Sends letter to employee to notify them that they are on workers compensation. If the injury results in a time loss accident the letter is to state that the employee is on workers compensation and family medical leave.
 - iii) Provides administrators and department heads with workers compensation packets.
 - iv) Assist with communications between the injured worker and the State Insurance Fund or medical provider as needed.
 - v) Keeps administrators and department heads informed on a weekly basis, via email, of the employee’s progress. Maintains an employee contact form, this form is to indicate date of contact, discussion and any other claim information.
 - vi) Meets with the employee prior to returning work to review and approve the return to work slip. This meeting is to include the employee, claims manager coordinator and administrator or department head. This meeting will determine the return to work date and any job limitations.
- 4) The District will designate a physician to treat all work related injuries. The designated physician for the District is the Priest River Medical Clinic. This designated physician program applies to all employees working in or near Priest River at all times except in emergency situations. Under limited exceptions such as pre-existing conditions, an employee may be allowed to be treated by another physician. Note: Before an employee is allowed to see their family doctor in addition to the designated physician, approval must be received from the Claims Examiner at the State Insurance Fund. The designated physician will complete a work release report (Form 5460F).
- 5) A successful “return to work” program for injured employees includes light duty work. This policy is intended to make the process by which injured employees return to work with the District as efficient as possible. The return to work program may include: Establishing a light work or modified duty program, Identifying light or modified duty positions, Matching disabled employee capabilities to job physical and medical requirements, and preparing an employee for new position, if needed.

Modified duty means altering the current job to meet medical restrictions or temporarily transferring the worker to another job. Modified duty positions generally are not permanent. They are transition jobs. The bottom line is to bring the worker back to work in a position that meets the doctor’s restrictions.

If the District is considering a modified duty job, the employer should consult with the claims examiner. Job modification may need to be accomplished through the efforts of rehabilitation consultants working with the employer and the physician.

If an injured employee declines a legitimate offer of a modified duty job, which has been approved by the treating physician, there could be a basis to stop compensation benefits. The job should be offered in writing and have a written job description. If an injured employee has declined a legitimate offer of a modified duty job and compensation benefits have ceased, the

employee may not have a position in the District beyond the twelve weeks of family medical leave.

If the modified duty position pays less than the person's regular pay, the employer should inform the examiner. Temporary partial compensation may be payable.

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

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

Claims Manager Form

5460F2

Employee Name _____

To be completed by the claims management coordinator.

Has the employee given you a copy of the Work Release Report (420F1)? The doctor has made certain recommendations on this form. Please discuss them with the employee prior to completing this form.

Which of the return to work options (See Return to Work Procedure) do you feel is most appropriate for the injured employee?

Response:

Why did you select this option?

Has the employee been assigned to a temporary, light duty work position? _____. If yes, what position has the employee been assigned? _____

Have you maintained weekly contact with this employee? _____. See employee contact sheet.

Have you completed an accident investigation? _____. If yes, see accident investigation report. If no, date investigation is to be complete. _____

Date which the employee has provided a written release from the Designated Physician to be able to resume regular work. _____

Claims manager coordinator

Date

West Bonner County School District

PERSONNEL

5470

Leaves of Absence - Military Leave

General Policy

All District employees, other than those who are employed on a temporary basis, are entitled to military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

Notice to District

All employees should provide either written or oral notice of upcoming military training to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure.

Military Leave for Training or Short Term Duty

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary, seniority or efficiency rating during the first fifteen (15) days of such absence in any calendar year. Leave will be without loss of benefits.

Completion of Military Training

Upon completion of military training, employee shall give evidence of the satisfactory completion of such training immediately thereafter. Employee shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel On Active Duty

Salary: **(Note: Federal law does not require an employer to pay the salary of an employee on military leave.)**

The West Bonner County School District will **not** pay employee's salary while the employee is on active military duty.

Pension and Retirement Plans. Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance. Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 2 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the District for up to 6 months after the military leave begins or for the period of military service, whichever is shorter. The District's obligation to provide health benefits ends once an employee's military leave exceeds 2 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Reporting to District Once Military Leave is Complete

The standard military service length and reporting times are:

- *1 to 30 days of military service:* employee reports to the District by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.
- *31 to 180 days of military service:* employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when the District's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- *181 days or more of military service:* employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- *Cases of disability:* employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification From Returning to Work

There are four conditions that disqualify an employee from exercising his or her right to reemployment after military service:

- A dishonorable or bad conduct discharge
- Separation from the service under “other than honorable conditions”
- A commissioned officer’s dismissal via court martial or by order of the President
- When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or called to active duty for extended periods will be placed on “Military Leave of Absence” upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release.
2. They must report to claim reinstatement within 14 days after completion of service; or 7 days in the case of individuals who undergo only 6 months/days active training or less.

After an employee has been absent for 31 days or more of military service, the District may ask the employee or the employee’s military unit for documentation showing that:

- The employee submitted a timely application for reemployment;
- The employee’s length of military service has not exceeded the five-year limitation; and
- The employee’s separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability

Legal Reference: I.C. § 46-407 Militia and Military Affairs / Reemployment Rights
 I.C. § 46-224 Militia and Military Affairs / Entitled to Restoration of Position After Leave of Absence for Military Training
 I.C. § 46-225 Militia and Military Affairs / Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
 USERRA, Title 38, Part 3, Chapter 43 U.S. Code

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5500

Personnel Files

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code 33-1210.

A log of those persons other than the Superintendent, Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4340.

In accordance with state law including Idaho Code 33-1210, not later than twenty (20) days after receiving a request the District shall release information regarding job performance or job related conduct to school district requesting such information for hiring purposes. See Policy 5100 and Procedure 5500P.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It shall, at a minimum, contain the following records:

1. application materials;
2. contracts of employment;
3. communications from the administration
4. performance evaluations;
5. rebuttals to performance evaluations;
6. parental input materials;
7. written reprimands
8. original statement/releases to/from hiring school districts;
9. original acknowledgement of receipt of professional liability insurance providers list;
10. a copy of the employee's job description signed by the employee;

11. a signed acknowledgement that the employee has received a copy of the District's sexual harassment policy;
12. a signed acknowledgement that the employee has received a copy of the District's email and internet use policy;
13. documentation of additional training received, course work completed, in-service attended, etc.

The file may contain notes and observations. Letters of recommendation will be kept in a separate sealed file maintained by the Superintendent. Personal notes of supervisors need not be placed in the file, but may be maintained in the supervisor's own file(s).

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have 5 7 days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing access and/or copies requested.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
 - A. Name in full (same name as used for Social Security);
 - B. Employee's home address, including zip code;
 - C. Date of birth if under the age of 19;
 - D. Sex (may be indicated with Male/Female, M/F, Mr./Mrs./Miss);
 - E. Time of day and day of week on which the employee's work week begins;
 - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
 - G. Any payment made which is not counted as part of the "regular rate";
 - H. Total wages paid each pay period.
 - I. I-9
2. Additional records required for non-exempt employees:
 - A. Regular hourly rate of pay during any week when overtime is worked;

- B. Hours worked in any work day (consecutive twenty-four-(24)-hour period);
- C. Hours worked in any work week (or work period in case of 207[k]);
- D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
- E. Total overtime premium pay for a work week;
- F. Date of payment and the pay period covered;
- G. Total deductions from or additions to wages each pay period;
- H. Itemization of dates, amounts and reason for the deduction or addition, maintained on an individual basis for each employee;
- I. Number of hours of compensatory time earned each pay period;
- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments³

Cross Reference:	4130	Public Access to District Records
	5100	Hiring Process and Criteria
	5205	Job Descriptions
	5240F	Sexual Harassment/Intimidation in the Workplace Policy
		Acknowledgement
	5330F	Employee Electronic Mail and On-Line Services Use
		Acknowledgement

Legal Reference:	29 USC 201, et seq.	Fair Labor Standards Act
	I.C. § 33-517	Noncertificated Personnel
	I.C. § 33-518	Employee personnel files
	I.C. §33-1210	Information on past job performance

Policy History:

Adopted on: March 12, 2008

Revised on: September 21, 2011



WEST BONNER COUNTY SCHOOL DISTRICT #83
Administration Office
134 Main Street, Priest River, ID 83856

West Bonner County School District No. 83

PERSONNEL

5500F2

REQUEST TO EMPLOYER
IDAHO CODE 33-1210

Idaho Code 33-1210 requires all Idaho School District employers to obtain past School District employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School District. Specifically, the code section language states:

Before hiring an applicant, a School District shall request, in writing, electronic or otherwise, the Applicant's current or past employers, including out-of-state employers, to provide the information described in subsection (2)(a) of this section, if any.

The aforementioned subsection (2)(a) of the statute requires Applicants to sign a statement "authorizing the applicant's current and past employers [meaning school district employers], including employers outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring School District copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the Applicant."

Enclosed please find a copy of the signed Authorization for Release of Information from _____, an Applicant for employment with the _____ District. This individual has identified your District as a prior employer. Accordingly, we are requesting that you please provide to the District a copy all information relating to this individual's performance as an employee with your District. In accordance with the terms of the statute in question, we request receipt of this information within twenty (20) business days after receipt of this request. This information may be sent either as written documentation or in electronic format. We would request that you advance this information to:

West Bonner County School District
Attention: Human Resources
134 Main Street
Priest River, ID 83856
HumanResources@westbonnerschools.org

It should be noted that this statute provides that any School District or employee acting on behalf of the School District, who in good faith discloses information pursuant to this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.

Should you have any questions regarding this matter, please contact: Human Resources at the above contact information.

Policy History:

Adopted on: September 21, 2011

Revised on:

West Bonner County School District No. 83

PERSONNEL

5500P

Procedures for Releasing Personnel Records to Hiring School Districts

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of Idaho Code 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. Note – The District may provide records in electronic format.
2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to *alleged* verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee's/former employee's file as well as any medical documentation.
5. No District employee who in good faith discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Cross Reference: 5100
5500

Hiring Process and Criteria
Personnel Files

Legal Reference: I.C. § 33-1210

Information on past job performance

Policy History:

Adopted on: September 21, 2011

Revised on:

West Bonner County School District

PERSONNEL

5600

Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a thirty-(30)-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time or temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by the District that he has a contagious or infectious disease which could be life threatening to an immune compromised person. The school nurse or other designated person must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to

require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining work place accommodation for the staff person) will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
29 CFR, Section 1630.14(c)(1)(2)(3)
41 U.S.C. 12101, et seq. Americans with Disabilities Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5610

Prevention of Disease Transmission

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5700

Substitutes

The term “substitute teacher” as defined in I.C. 33-512(15) as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during the school year.

The state department of education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

This board recognizes the “West Bonner County Substitute Handbook” as policy and procedures for substitutes.

The Board annually establishes a daily rate of pay for substitute teachers.

Substitutes for classified positions will be paid by the hour.

Cross Reference: 5110

Criminal History / Background Checks

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

PERSONNEL

5710

Teachers' Aides/Paraeducators

Teachers' aides/paraeducators, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Paraeducators are employed by the District mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school-wide program, to have:

1. Completed at least two (2) years of study at an institution of higher education;
2. Obtained an Associate's or higher degree; or
3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

It is the responsibility of each principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides/paraeducators. Evaluation results shall be a factor in future employment decisions.

ALL District paraeducators will be provided with yearly training that focuses on the following areas:

1. Knowledge of subject matter
2. Knowledge of student development
3. Understanding of instructional techniques
4. Creating a positive learning environment
5. Communication

6. Implementation of instruction
7. Assessment and evaluation
8. Professional development
9. Professional conduct

This training will be done during staff development hours, and each paraeducator will be expected to attend. These areas will be included as part of the paraeducators yearly evaluation, and information gathered from these evaluations will be used to design the district's paraeducator training for the following year.

Legal Reference: Public Law 107-110, No Child Left Behind Act of 2001

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5720

Volunteers / Contractors

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. has not entered into an express or implied compensation agreement with the District;
2. is excluded from the definition of “employee” under the appropriate state and federal statutes;
3. may be paid expenses, reasonable benefits and/or nominal fees in some situations; and
4. is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

In order to maintain a safe environment for the students of this District, the names of all contractors (including subcontractors) who perform work on school property will be provided to the District in advance of performing work on school property. The names of contractors will be checked against the statewide sex offender register and any contractor who is listed on such registry will not be allowed to perform work on school property.

Cross Reference: 5110	Fingerprints and Criminal Background Investigations
4600	Volunteer Assistance
4420	Sex Offenders

Legal Reference: I.C. § 33-512	Governance of schools
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Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5730

VOLUNTEER -- AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I, _____, am seeking a volunteer assignment with the West Bonner County School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the WBCSD School District. I hereby expressly and voluntarily give the WBCSD School District the right to make a thorough investigation of my past employment, education, and activities. I understand that the WBCSD School District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

Print Full Name: _____

Print Full Address: _____

Birth Date: _____ Social Security Number: _____

STATE OF IDAHO)
 : ss.
County of _____)

On this ____ day of _____, 200_, before me, a notary public of the State of Idaho, personally appeared _____, known to me to be the person named in the foregoing Release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

Notary Public, State of Idaho
County of _____
My commission expires _____

Reduction in Force

It is recognized that the Board has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state, consistent with state and federal educational requirements, including District and school continuous improvement of student learning (Adequate Yearly Progress), improvement plans, accreditation requirements, and other school-based issues. However, recognizing also that it may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such a reduction in force become necessary.

1. The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to reduce the number of certified staff positions consistent with the provisions of the State statutes. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:
 - a. Decreases in student enrollment
 - b. Changes in curriculum, instruction, and assessment needs and requirements
 - c. Financial conditions or limitations of the District
2. The need for implementation of a Reduction in Force and/or the elimination of certificated positions is left to the sole discretion of the Board.
3. The Board will implement a RIF through:
 - a. the elimination of an entire program or portions of programs;
 - b. the elimination of positions in certain grade levels only;
 - c. the elimination of positions by category;
 - d. the elimination of positions in an overall review of the District;
 - e. the elimination of positions through other considerations and implementation decisions;
 - f. the elimination of a portion or percentage of a position(s) or any combination of the above.

Legal Reference: § I.C. 33-514 Issuance of Annual Contracts

§ I.C. 33-515 Issuance of Renewable Contracts

§ I.C. 33-522 Reductions in Force

Policy History:

Adopted on: May 20, 2011

Revised on:

West Bonner County School District

PERSONNEL 5740P (PROCEDURE)

5740

Reduction in Force

The following definition and procedures shall be used for conducting a Reduction in Force.

Definition

As used in this policy, “teacher” shall apply to any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.

Procedures

1. Prior to commencing action to terminate teacher contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
 - a. Attrition
 - i. Voluntary retirements
 - ii. Voluntary resignations
 - b. Transfer of existing staff members
 - c. Voluntary leaves of absence
2. In the event a Reduction in Force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified and for which the principal has approved transfer pursuant to Idaho Code.
3. In the Board’s determination as to the individuals to be released pursuant to the Reduction in Force, consideration will be given to the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures. The following criteria will be considered:
 - a. Area(s) of certification for which the teacher is Highly Qualified which are classified by the District as hard-to-fill positions
 - b. Number of areas of certification for which the teacher is Highly Qualified
 - c. Educational/Degree Status
 - d. Need to adjust class-size, add combination classrooms, or eliminate course offerings/programs.
 - e. Position as a Lead or Master Teacher within the District
 - f. Whether or not the teacher is Highly Qualified in a course necessary for High School Graduation requirements
 - g. Whether or not the teacher is Highly Qualified in a course necessary for middle school advancement
 - h. Contribution and/or involvement in extra-curricular or co-curricular positions with students

- i. Compliance with Professional Standards and Conduct over the course of employment with the District
- j. Teacher evaluation, including components required by Idaho Code to be encompassed in teacher evaluation

It is the intent of the Board that the individual and cumulative effect of each criterion on the welfare of students and the best long-term and short-term interest of the District be considered.

It is further the intent of the Board that primary consideration be the quality of instruction as well as properly endorsed Highly Qualified instructors to be in classroom positions in order for the District to be compliant with federal and state education requirements. Thus, each criterion shall be considered in terms of this total context.

The factors for consideration shall be reviewed on an annual basis by the District's Administration to determine whether factors should be added or eliminated. Such recommendations for modification will then be brought before the Board for consideration.

4. The District shall provide advance notice of the possible Reduction in Force to all teachers.
5. Notification of teachers to be released will be based on criteria in section 3, a-j.
6. If the Board determines that a Reduction in Force in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.
7. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, of the Board's decision or actions that need to be taken by the Board relating to applicable due process activities, if any.
8. Employees who are released from their position as part of a reduction in force will be granted an interview should they apply for district openings for which they are qualified for fifteen months after release from the district contract.

Legal Reference: § I.C. 33-514 Issuance of Annual Contracts

§ I.C. 33-515 Issuance of Renewable Contracts

§ I.C. 33-522 Reductions in Force

§ I.C. 33-523 Principals to Determine New Staffing

Policy History:

Adopted on: May 20, 2011

Revised on:

West Bonner County School District

PERSONNEL

5745

Voluntary Resignation

It is the policy of the Board of Trustees that the Superintendent can accept verbal/voluntary resignations. The resignation should be submitted in writing. When voluntary resignations are submitted, supervisors must notify the superintendent.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5800

Classified Employment and Assignment

Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification. Noncertificated personnel are those individuals employed by the district who are not required to have a teaching certificate to qualify for the position. Noncertificated personnel include, but are not limited to, the following:

1. Educational Assistants;
2. Custodial and maintenance employees;
3. Clerical employees;
4. Lunch room employees;
5. Bus drivers; and
6. Summer maintenance employees.

With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law). Such at-will designation will be included in all job descriptions as mandated by I.C. § 33-517 and in written contracts, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written contract shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel. Following adoption of any schedule, the administration will use that schedule as a guide in employing and compensating noncertificated employees.

All noncertificated employees that are on the final step of the board approved salary schedule may earn a two percent (2%) pay increase for the following year by receiving an overall rating of “Very Effective” on their annual evaluation. This two percent (2%) increase does not carry over year to year and the employee is only eligible in subsequent years by the “Very Effective” rating.

Rates of Pay for: Idaho Reading Indicator (IRI), Extended School Year Instruction (SY), Technology Resource Teacher (TRT), Other Tutors, etc.

The positions of the Idaho Reading Indicator Testing (IRI), Extended School Year Instruction (ESY) and Technology Resource Teacher (TRT) fall outside of the Board approved salary schedule. Any certificated employee filling any of these positions will be paid the rate of pay per hour stated in the “Negotiated Agreement”. Noncertificated employees will be paid \$10 per hour for ESY and \$9 per hour for IRI and \$13 per hour for TRT time worked.

The grievance procedure for classified employees shall be the procedure set forth in Policy No. 5800P and I.C. 33-517. Classified employees may file a written grievance alleging unfair treatment or a violation of District policy. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Cross Reference: 5800P Grievance Procedure for Classified Employees

Legal Reference: I.C. § 33-517 Noncertificated personnel
 I.C. § 33-1201 Certificate required
 I.C. § 33-506 Organization and Government of Board of Trustees
 Metcalf v. Intermountain Gas Co., 116 Idaho 622 (1989)

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

PERSONNEL

5800P

Classified Employment and Assignment

Classified employees may file a written grievance alleging unfair treatment or a violation of District policy in strict accordance with the procedure set forth herein. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Level 1: Informal

A classified employee with a complaint is encouraged to first discuss it with the building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within five (5) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within five (5) days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may be resolved as deemed appropriate by the Superintendent.

If the classified employee is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within ten (10) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and provided in writing to the classified employee within twenty (20) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Cross Reference: 5800

Grievance Procedure for Classified Employees

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5810

Compensatory Time and Overtime/Classified Employees

Classified employees who work more than forty (40) hours in a given work week may receive overtime pay of one and one-half (1 1/2) times the normal hourly rate unless the District and the employee agree to the provisions of compensation time at a rate of one and one-half (1 1/2) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except as the Superintendent shall otherwise prescribe.

District employees may not volunteer their time and service with this school district when the volunteer hours involve the same type of service which the employee is employed to perform. In other words, employees may not volunteer to do what they are otherwise paid to do. Factors to consider in determining whether this policy is being complied with include:

1. The duties of employee: and
2. The facts and circumstances in each particular case, including whether the volunteer service is close related to the actual duties performed by or responsibilities assigned to an employee.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two (2) types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed. 2) Those hired after the policy is in place. Some experts have said comp time is a credit card, not a savings account. The employee has broad latitude to decide when the time will be taken.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5815

Employee Compensation Non-Annualized Election

The West Bonner County School District does not offer its employees an annualized election. For the purposes of this policy, an annualized election means that an employee is allowed to choose between being paid only during the school year and being paid over a twelve (12) month period and the employee chooses to be paid over the twelve month period.

Legal Reference: Idaho Code Section 45-606 through 45-617 Claims for Wages

Other Reference: Internal Revenue Service, Newsroom Article, Announcement IR-2007-142,
August 7, 2007, "New Rule Will Not Affect Teacher
Salaries in Upcoming Year"
Internal Revenue Service, Newsroom Article, August 7, 2007, "Frequently
Asked Questions: Sec.409A and Deferred Compensation"

Policy History:

Adopted on: March 12, 2008

Revised on:

(This policy is for informational purposes. If you have any questions regarding the IRS Rule, annualized elections or any other accounting issues, please contact your tax advisor or legal counsel.)

Notice of Salary Payments for Ten-Month Employees

WRITTEN NOTICE OF HOW 10-MONTH EMPLOYEES ARE TO BE PAID

This letter is to notify Ten Month Employee that West Bonner School District will pay your annual salary over 12 months regardless of the fact that you actually work over a shorter time period. Specifically you will receive twelve (12) equal monthly payments beginning in September of the current year and ending in August of the next year. (All ten month employees hired into the school year will have equal monthly payments pro-rate accordingly).

You are scheduled to receive payments in a form that includes a lump sum payment in June encompassing all remaining payments due for June, July, and August or the final three months of the 12-month payment period, the employer shall retain full discretion to pay the amount of this lump sum in the form of equal monthly or bi-monthly payments over the final three months of the 12-month payment period.

In the event a separation from service occurs before the end of the 12-month payment period, you will be entitled to an additional payment for the amount you have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not yet been paid. This additional payment will be included in your final paycheck. For this purpose, "separation from service" shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

Legal Reference: I.C. §§ 45-606 through 45-617 Claims for Wages

Other Reference: Internal Revenue Service, Newsroom Article, Announcement IR-2007-142, August 7, 2007, "New Rule Will Not Affect Teacher Salaries in Upcoming Year"

Internal Revenue Service, Newsroom Article, August 7, 2007, "Frequently Asked Questions: Sec. 409A and Deferred Compensation"

Policy History:

Adopted on: August 20, 2008

Revised on:

(This policy is for informational purposes. If you have any questions regarding the IRS Rule, annualized elections or any other accounting issues, please contact the District's tax advisor or legal counsel.)

West Bonner County School District

PERSONNEL

5820

Evaluation of Non-Certified Staff

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

A 90-day probation period is required upon initial employment as a regular non-certified, full-time or part-time employee.

The probation period is an essential part of the employment process and shall be used as an adjustment period for new employees and supervisors. Probationary employees have no entitlement or expectation to continued employment during the probationary period. During the probationary period, a new employee may be terminated with or without cause and without recourse to the pre-or post-action grievance procedures except in cases alleging discrimination. Probationary employees may be terminated by providing at least 24 hours notice after have obtained approval from the Superintendent. A probationary employee may also resign without notice any time during the probationary period.

The probationary period shall be the first 90 days of service, but may be extended for an additional 30 days by the supervisor.

The initial probationary period is not applicable to a current employee in a new position to which appointed in the same department. Current employees who change departments do not retain employment right to their previous position.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

Legal Reference: I.C. § 33-517 Noncertificated Personnel
 I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5825

Disciplinary Action of Non-Certified Staff

The West Bonner County School District attempts to provide non certified employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with District or departmental requirements by means of progressive disciplinary actions.

Employees are expected to abide by established district rules and policies of their departments, the District and Idaho Code. To enable them to do this, supervisors must develop clear and reasonable departmental policies and performance expectations, investigate the circumstances of apparent policy or rule violations or unsatisfactory performance before taking disciplinary action, and ensure that prompt, consistent disciplinary action is administered

The intent of this policy is to use a series of progressive disciplinary actions when appropriate as a means to assist and encourage employees to correct their conduct and to achieve satisfactory work performance. Particular circumstances may, in some cases, be exceptional or singular and the related disciplinary actions shall be tempered or expanded because of the facts of the situation. Violations of the District policies, prescribed rules, regulations, Teacher code of Ethics, policies or procedures of the WBCSD, legal codes of the State of Idaho, and/or individual school rules or procedures may result in disciplinary measures, including suspension and discharge.

When an employee does not follow board policy and fails to comply with their signed job description that employee will be given written notice of the infraction which will be placed in the employees file.

First Infraction: Verbal Warning
Second Infraction: Written Warning
Third Infraction: Dismissal

Particular circumstances may in some cases be exceptional or singular and disciplinary action should be tempered or expanded because of the facts of the situation.

The Superintendent is authorized to suspend a non certified employee immediately. Due process shall be afforded by any individual being dismissed, suspended without pay or reprimanded.

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

West Bonner County School District

PERSONNEL

5830

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal Reference: 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers)

Policy History:

Adopted on: March 12, 2008

Revised on:

PROHIBITIONS:

A bus driver for this school 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 follow-up alcohol or controlled substances test.
7. Report for duty or remain on duty requiring the performance of safety-sensitive function if he/she tests positive for controlled substances.

PERSONNEL

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, and Part 382.

Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform to the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a

disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Baseline Testing

This school 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 Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

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 and 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 school district will be so informed. Such conduct will be considered equivalent of testing positive and will result in an applicant not being offered employment with the school district. A bus driver will have his or her employment with this school district terminated in such a circumstance.

The entity or person(s) designated by this school 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, and ensure that those results are attributed to the correct driver.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records

pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the 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 substances test results; and
2. Alcohol test result with a concentration of less than point zero two (0.02)

CONFIDENTIALITY OF RECORDS

This school 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 a the request of the Secretary of Transportation (DOT), any DOT agency, or any State or local officials with regulatory authority over the school 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.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the District to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, and Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

SELF-REFERRAL

All bus drivers employed by this school 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 school 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 school 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 school 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 school 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 school 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 school district vehicle, on school district property, or during work hours is prohibited. Any bus driver who violates this prohibition will have his or her employment with this school 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 school 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 affects of alcohol and/or controlled substances. The provisions of this policy may be revised as necessary; this school 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 school 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 alcohol or a controlled substances problem of a driver or a coworker; and available methods of intervening when an alcohol or ca controlled substances problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

5840

Classified Training Program

When in judgment and with pre-approval of the supervisor of a department, employees may receive on the job training to further their job related skills for their current position. The employee will receive compensation for required training and travel that falls outside the scope of regularly assigned and approved hours or days. The district may provide an employee training fund to be used by classified employees for reimbursement of costs incurred in job skill or professional development training. Scheduled hours may be modified to accommodate for required training outside normally scheduled hours.

The district will work with classified employees who work 20 + hours per week to offer in service training during the school year. Hours offered will be equivalent to two (2) of the employee work days. If the employee declines the offered training, the District is not obligated to make up the days.

A classified training program may be funded each year to a maximum of \$1,000. The fund will be administered by three representatives of the classified employees who shall develop criteria for selecting candidates and awarding stipends. The selection committee shall make their recommendations to the superintendent who shall have final approval of all fund expenditures.

Policy History:

Adopted on: March 12, 2008

Revised on: March 11, 2009

West Bonner County School District

PERSONNEL

5845

Meet and Confer

It is the policy of the Board of Trustees to appoint two (2) Board members to meet each year with the Superintendent and a maximum of five (5) representatives of the non-certified personnel to discuss employee concerns. The Meet and Confer Sessions will commence in April of each year, upon the request of either the Board or a spokesperson for the non-certified personnel.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6000

Goals

The administrative staff's primary functions are to manage the District and to facilitate the implementation of a quality educational program. It is goal of the Board that the administrative organization:

1. provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board;
2. provide effective and responsive communication with staff, students, parents and other citizens; and
3. foster staff initiative and rapport.

The District's administrative organization shall be designed so that all divisions and departments of the District are part of a single system guided by Board policies which are implemented through the Superintendent. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent's rules and procedures.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6100

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the School Board and the District in all administrative matters with the exception of suspending or discharging certified personnel. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated. The superintendent has the authority to make administrative decisions on issues not specifically covered by written board policy when circumstances and time restrictions make such action necessary. The superintendent's decision will be subject to review by the board at its next regular or special meeting.

The superintendent of schools will be the executive officer of the board of trustees and the administrative head of all divisions and departments of the school system. The superintendent is 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.

Qualifications and Appointment

The board will employ a superintendent of schools for a term not to exceed three (3) years. The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent will hold not less than a Master Degree and shall have a valid superintendent's endorsement in the state of Idaho.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent. With the exception of initial appointment, the superintendent's contract will be reviewed at the regular board meeting each January and, if approved, may be extended for not less than one (1) additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

Legal Reference: I.C. § 33-513 Professional personnel
Hancock v. Idaho Falls School District No. 91 No. CV-04-537-E-BLW, 2006
U.S. Dist. Ct. LEXIS 52243

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6100P

Board / Superintendent Relations

The Board shall:

Select the Superintendent and delegate to him/her all necessary administrative powers

Adopt policies for the operations of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement of the District.

Approve courses of study.

Approve textbooks.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures that implement Board policy.

Provide leadership in the development, operation, supervision and evaluation of the educational program.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

Recommend textbooks.

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.

Recommend contracts for major construction, remodeling or maintenance.

The Board shall:

Approve payment of vouchers and payroll.

Approve proposed major changes of school plant and facilities.

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular and special meetings.

Serve as final arbitrator for staff, citizens and students.

Promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent.

Authorize the ongoing professional enrichment of its administrative leader as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

The Superintendent shall:

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

Supervise negotiation of collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Recommend formation of ad hoc citizens' committees.

As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticism, complaints, and suggestions as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

*** A copy of the Superintendent's evaluation may be included.**

Procedure History:

Promulgated on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6200

District Organization

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The Superintendent, Clerk, Business Manager, the building principals and vice-principals, the Transportation Director, the Special Services Director, the Facilities Director, and the Food Service Director shall be known and referred to as the District Administration for the school system. Its function shall be to plan for and to control, coordinate, supervise and direct the whole system as a unified enterprise in accordance with the purposes, policies, goals, plans and programs authorized by the Board of Trustees.

Administrative Appointment

Certificated and non-certificated district administrators may be appointed by the board of trustees as determined necessary. Such individuals are directly responsible to the superintendent and will perform those duties set forth in the specific job description.

All certificated district administrators will be employed using the appropriate contract approved by the State Superintendent of Public Instruction, and will be properly certified for the position.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6300

Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

As authorized by the Superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, unless otherwise stated in the employment agreement

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

Legal Reference: I.C. § 33-513 Professional personnel.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6310

Employment Restrictions for Administrative Personnel

Time taken from the regularly assigned work schedule for such paid activities as consulting, college teaching, lecturing, etc., shall be subject to prior approval by the Superintendent.

The amount of time lost to the District will be, but is not restricted to be: deducted from vacation time; granted as additional personal leave as specified by board policy; or that time prorated to a dollar amount and that amount deducted from the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6320

Evaluation of Administrative Staff

Each administrator shall be evaluated annually by May 1 in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within a reasonable time following the conference.

Cross Reference: 6300

Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: I.C. § 33-518

Employee Personnel Files

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6330

Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the District. Each year the Superintendent should develop an administrative in-service program based upon the needs of the District, as well as the needs of individual administrators.

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6340

Administrative Personnel Expenses

All advanced payments of administrator's expenses for travel, lodging, and food for district related activities must receive the superintendent's advance approval. A district credit card is available (limited use) for extended trips; the District Business Manager shall issue the district credit card and monitor its use.

Travel outside the state of Idaho must have prior approval of the superintendent for expenses to be reimbursed to the administrator. Administrators will be reimbursed based upon receipts.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

ADMINISTRATION

6400

Principals

Principals are the chief administrators of their assigned schools. The primary responsibility of Principals is to supervise the operation and management of their assigned schools and shall be under the direct supervision of the Superintendent. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

Principals employed by the board may be issued one (1) year or two (2) year contracts on the contract form approved by the State Superintendent of Public Instruction. The superintendent will make recommendations to the board regarding each respective principal's contract for renewal or non renewal. The total paid days of a principal's contract would be 20 days more than the current year teacher contract.

The board will notify any principal prior to May 15th if it intends to cancel any extension of the Teacher's Contract Form.

Service performed under such contract will be included in meeting the renewable contract provisions set forth in Idaho Code Section 33-515.

Each principal will be paid an annual salary as determined by the board and will receive the same leave, insurance and other benefits as received by other certificated personnel.

Legal Reference: I.C. § 33-513 Professional personnel
I.C. § 33-515 Issuance of Renewal Contracts

Policy History:

Adopted on: March 12, 2008

Revised on: August 11, 2009

West Bonner County School District

FINANCIAL MANAGEMENT

7000

Goals

Since educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, the District must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of District management and operation.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for the District's students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities.
4. Establish efficient procedures in all areas of fiscal management.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Districts

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7100

Budget and Program Planning

Budget planning and preparation is the responsibility of the board working through the superintendent. The business manager will develop all appropriate statistical and financial information required by the board to develop final budget plans.

Following preliminary planning and no later than twenty-eight (28) days prior to the board's annual meeting, the proposed budget will be available and a public hearing on the budget will be held. At the public hearing, or at a special meeting held no later than fourteen (14) days after the public hearing, the board will adopt a budget for the ensuing year.

Not later than April 30 of each year, the budget hearing will be scheduled. The clerk of the board will notify the count clerk of the date and location set for the budget hearing. In the event no budget hearing will be held, the county clerk will be so notified. Proper notice of the budget hearing will be posted as required by law, and a copy of the proposed budget will be available for public inspection at all reasonable times at the administrative offices of the district.

A summary statement of the budget will also be prepared and published for the ensuing year. The statement will be in a manner consistent with standard accounting principals and in such form as required by the State Superintendent of Public Instruction. The summary statement will show the following:

1. Amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted with salary and wage expenditures in each such classification shown separately;
2. Amounts previously budgeted for the two (2) previous years for the same classification of proposed comparison.

The budgeted dollar amounts of revenue – as approved within the adopted budget- in those categories included in Idaho Code section 33-802, which deals with school levies, will be the same as presented to the respective county commissioners for tax levying purposes.

Once the budget is approved by the board, it will serve as a spending plan for the fiscal year. However, the board will have the authority to amend the budget as provided by law when circumstances warrant.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7110

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent and his/her designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board approval each month.
4. Purchases shall be made according to the legal requirements of the State of Idaho and adopted Board policy.

Legal Reference: I.C. § 33-701 et seq.

Fiscal Affairs of School District

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7120

Budget Adjustments

Any person(s) proposing a budget amendment must provide written notice of the same to the superintendent and business manager at least seven (7) days in advance of the meeting at which such budget amendment will be proposed.

All budget adjustments or transfers of funds from one account to another must be reviewed by the finance committee and may require board approval if that transfer is five percent (5%) or greater of the account to be transferred. No transfers are allowed for any salary or benefit account numbers.

Any school or department that requires budget adjustments or transfers of funds due to accounts going over budget must have board approval to amend those budgets.

All transfers will be noted in the monthly treasurer's report.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7130

Monthly Budget and Treasurer's Report

A monthly budget report must be prepared by the business manager showing the maintenance and operation budget, and documenting the cumulative expenditures and available balances in each major section of the district's accounts.

A monthly treasurer's report will be prepared showing receipts, expenditures, and cash balances in each budget account of this district.

The monthly budget report and the monthly treasurer's report will be submitted to the board at the regular meeting.

Legal Reference: I.C. § 33-509 Duties of Treasurer

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7200

Accounting System Design

The District accounting system shall be established to present with full disclosure the financial position and results of the financial operations of the District funds and account groups in conformity with generally accepted accounting principles. The accounting system must be in compliance with the accounting system requirements established by legislative action. The accounting system shall be able to demonstrate compliance with finance-related legal and contractual provisions.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7210

GASB Statement 34 (Accounting System)

1. 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, and to properly account for both the financial and economic resources and to provide new and additional information to users of District financial statements.

2. Authority

Participation of and reporting shall be in accordance with Board policy. State of Idaho Fiscal Policies manuals as prepared by the office of the State of Idaho Controller’s Office and GASB 34.

3. Delegation of Responsibility

The responsibility to coordinate the compilation and preparations of all information necessary to implement this policy is delegated to the Business Manager.

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.”

4. 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. The

asset life of these assets shall be considered relative to the time of the respective debt amortizations.

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.

The capitalization threshold shall be set at a level that will capture at least 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. 5.

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 ledges.

Policy History:

Adopted On: March 12, 2008

Revised On:

West Bonner County School District

FINANCIAL MANAGEMENT

7220

Documentation and Approval of Claims

All financial obligations and disbursements must be documented in compliance with the statutory provisions and audit guidelines. The documentation will specifically describe acquired goods and/or services, the budget appropriations applicable to payment, and the required approvals. All purchases, encumbrances and obligations, and disbursements must be approved by the administrator designated with the authority, responsibility and control over the budget appropriations. The responsibility for approving these documents should not be delegated.

The District business office will be responsible for the development of the procedures and forms to be used in the requisition, purchase and payment of claims.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7230

Financial Reporting and Audits

The Board directs that financial reports of all District funds shall be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to the reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. The financial reports shall reflect the financial activity and status of the District funds.

Appropriate interim financial statements and reports of financial position, operating results and other pertinent information will be prepared to facilitate management control of financial operations.

The Board directs that District audits shall be conducted in accordance with Idaho code § 67-450B. Each audit shall be a comprehensive audit of the affairs of the District and the District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards, as defined by the United States Government Accountability Office. Within ten (10) days after receiving the audit from the District's independent auditor, the school district shall file two (2) copies of the completed audit report with the legislative counsel at:

Idaho Legislative Services Office
Legislative Services Audit
Staff of Legislative Counsel
P.O. Box 83720
Boise, Idaho 83720-0054

The report shall be filed with the state department of education after its acceptance by the board of trustees not later than November 10.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds
 I.C. § 67-450B Independent Financial Audits by Government Entities

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

FINANCIAL MANAGEMENT

7240

Federal Impact Funds

It is the intent of the District that all American Indian children of school age have equal access to all programs, services, and activities offered in the District.

It is also the intent of the District to fully comply with the requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act and regulations relating thereto. To that end, the District shall:

1. Provide tribal officials and parents of Indian children an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the District;
2. Annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District;
3. If and when necessary, modify its educational programs to ensure that Indian children participate on an equal basis with non-Indian children served by the District;
4. Disseminate annually the following materials to tribal officials and Indian parents:
 - Title VIII application;
 - Evaluation of programs assisted with Title VIII funds;
 - Program plans and information related to the education programs of the District.

Such materials will be provided to tribal officials and parents of Indian children in sufficient time to allow tribal officials and parents of Indian children an opportunity to review the materials and make recommendations on the needs of Indian children and provide input on how the District might help those children realize the benefits of the District's educational programs and activities.

1. Solicit information from tribal officials and parents of Indian children on Indian views, including information on the frequency, location, and time of meetings;
2. Notify tribal officials and parents of Indian children of the locations and times of meetings;
3. Consult and involve tribal officials and parents of Indian children in the planning and development of the District's educational programs and activities;
4. Modify its Indian policies and procedures, if and when necessary, based upon the results of the assessments referenced below.

Assessments

Tribal officials and parents of Indian children are encouraged to assess the effectiveness of their input regarding the participation of Indian children in the District's educational programs and activities and the development and implementation of the District's Indian policies and procedures and share the results of such assessment with the District.

Legal Reference: 20 U.S.C.S. 7701, et seq. The Impact Aid Program Statute (Title VIII of the Elementary and Secondary Education Act of 1965)
34 CFR 222.94 What provisions must be included in a local educational agency's Indian policies and procedures?

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

**7240B
(Background)**

Federal Impact Funds

A policy and procedure of this nature is necessary in order to be eligible to receive Title VIII funds to provide programs for eligible Indian students.

When submitting the Impact Aid application for federal assistance, the District must provide assurance that it has established the required policies and procedures. In addition to submitting the policies and procedures, the District must ensure that:

1. tribes and parents were informed, consulted, and involved;
2. a statement indicating that the District has on file a list of names and addresses of parents that participated in hearings or other such meetings;
3. dates when proposed policies were considered by the Board (first reading, second reading, etc.);
4. how policies and procedures reflect the views of parents of Indian children; and
5. how policies and procedures have been disseminated to the tribes and parents.

While the amendments provide for the involvement of parents of Indian children, such recommendations are advisory only. The Board has the final authority on policy decisions of the District.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7240P

Federal Impact Funds

The Board adopts the following procedures as required by Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act:

1. The Superintendent and/or his/her designee will meet at least two (2) times annually with tribal officials and parents of Indian children. The purpose of the meetings will be to give tribal officials and parents of Indian children an opportunity to comment on whether Indian children are participating on an equal basis with other children in the District in the educational programs and activities offered by the District. The dates and times of these meetings will be sent to tribal officials and parents of Indian children at the beginning of each school year. In addition to the meetings, tribal officials and parents of Indian children are encouraged to contact the Superintendent at any time to provide comments or concerns regarding Indian children's equal participation in the education programs of the District.
2. Each year the Board will review this procedure and the District's Impact Aid Policy (7231).
3. The Superintendent and/or his/her designee will review school data and the comments and/or concerns of tribal officials, parents of Indian children, the community, and staff members regarding the assessment and extent of Indian students' participation and progress in the educational programs and services of the District.
4. When assessment data indicate Indian students are not participating on an equal basis with non-Indian students or making adequate progress, tribal officials and parents of Indian children will be asked to make recommended changes.
5. The complete Title VIII application will be sent to tribal officials (and the Indian Education Center, if appropriate) and a summary prepared for all Indian parents in conjunction with the January Title VIII public hearing. Review of new or continuing programs is an ongoing process of the Board. Agendas will be regularly forwarded to Tribal officials. An annual summary will be provided at the January Title VIII public hearing. Additional information is available upon request. A Board meeting will be held, usually in January, for the discussion of the disseminated material as part of a regular Board agenda. Tribal officials and Indian parents and staff will be notified at least ten (10) days prior to the meeting. Notice will be posted in the school's District office and school offices and will be sent to the Tribal Council (and Education Center) for posting.
6. At the Board meeting described in 5, above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations, and frequency of pertinent meetings.

7. Tribal officials, Indian parents, the Title IX Indian Parent Committee, the IPP Committee, and Indian Education Center staff will be notified as to the location and times of meetings in the same manner as that provided for the January Board meeting. Notice will be posted in the school's District office, at school offices, and will also be sent to the Tribal Council and the Tribal Education Center for posting.
8. The Title VIII application will be made available for review by the Title IX Parent Committee and/or the IPP Committee and other interested members of the Indian community, prior to the public meeting generally held in January.

A Board meeting to discuss equal participation of Indian students will generally be held in January.

The Title IX Parent Committee and/or the IPP Committee and interested Indian parents and tribal officials will review assessment data to develop or modify educational programs or services to allow participation of Indian students on an equal basis. These findings and recommendations will be presented to the Board in March or as required by federal guidelines.

Members of the Indian community, tribal officials, members of the Parent Committee and/or the IPP Committee, and staff will be notified of modifications to programs or services as provided in 5, above.

Legal Reference: 20 U.S.C.S. 7701, et seq. The Impact Aid Program Statute (Title VIII of the Elementary and Secondary Education Act of 1965)
34 CFR 222.94 What provisions must be included in a local educational agency's Indian policies and procedures?

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7250

Fund Accounting System

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The following funds are maintained by the District:

Fund Number	Fund Description
100	General Maintenance and Operations
101-104	Supplemental Levies
110	Emergency Levy
150	Contingency Reserve
130	General Fund Grants
220	Federal Forest Funds
240	School Maintenance Fund
241	Drivers Education
243	Vocational Education
245	ICTL Fund
246	Safe and Drug Free Schools
251	Title I
252	Reading First
257	Title VIB
258	Title VIB Preschool
261	Title V
263	Carl Perkins
271	Title II
273	Safe and Drug Free Schools
290	Child Nutrition
420	Plant Facility Fund
424	Bus Acquisitions
700	Scholarships

Legal Reference: I.C. § 33-901 et seq. School Funds
 I.C. § 33-701 et seq. Fiscal Affairs of School District

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7260

Student Activity Fund

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity/benefit to all of the students of a school or school building;
4. Receipt from vending machines located on school property.

The funds shall be deposited and expended by check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students.

Specific procedures are available in the District office.

For other activity or student funds, the board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Legal Reference: I.C. § 33-705 Activity Funds

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7270

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the District. Such records shall be updated annually.

For purpose of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable and does not lose its identity when incorporated into a more complex unit. The Superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated annually. Property records of facilities and other fixed assets shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use except according to Board policy.

Property records shall show, appropriate to the item recorded, the:

1. description and identification
2. manufacturer
3. date of purchase
4. initial cost
5. location
6. serial number, if available
7. model number, if available

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.

Cross Reference: 7210

GASB Statement 34 (Accounting System)

Legal Reference: I.C. § 33-701

Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7300

Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs. This includes revenues from non-tax, local, state and federal sources. All revenues received for the District will be properly credited to the appropriate fund and account as specified by federal and state statute and the accounting and reporting regulations for Idaho school districts.

The District will collect and deposit all direct receipts of revenues as necessary but at least once monthly. The District will make an effort to collect all revenues due from all sources, including, but not limited to, rental fees, bus fees, fines, tuition fees, other fees and charges.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7305

Investment of Funds

This board may invest any money coming into the hands of the district in investments as permitted by Idaho Code Section 67-1210 pertaining to the investment of idle monies. Unless otherwise provided by law, any interest or profit accrued from the investment of any funds will be credited to the general fund of this district.

Pursuant to Idaho Code 33-701, the Board authorizes the Superintendent or designee to invest all or part of any plant facilities reserve fund, or any fund accumulated for the payment of interest on, and redemption of, outstanding bonds, or other obligations of the District. A progress report of investments shall be made to the Board on a regular basis.

Policy Considerations

The investment policy shall be reviewed annually by the Superintendent or designee and recommended changes will be presented to the Board for consideration.

Investments may be made only in those instruments approved by, and in a method of conformity, with state law including any instrument permitted by law for the investment of state monies.

Legal Reference: I.C. § 33-701
I.C. § 67-1210

Fiscal year-payment and accounting of funds
Investment of idle monies

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7307

Depositing of Funds

In an effort to protect those employees that handle funds and to discourage any fraudulent activity of funds, the District will impose the following procedures on all district money-takers.

- **All funds must be deposited at any time funds collected reaches \$200.**
- **All funds must be deposited at a minimum, no matter the amount collected, every Friday.**

All money-takers must write a receipt to the person/student from whom money is received. This is a control measure that is used to protect the money-takers against any fraudulent claims. The money-taker must also complete the "Record of Funds Deposited Form". A copy of all receipts must be attached to the "Record of Funds Deposited Form" or a range number of receipts should be listed on the form. If the money-taker lists the receipt numbers on the form, then it is the money-takers responsibility to maintain all of their receipt books for a minimum of five (5) years.

All food service deposits must include funds and the daily funds deposited summary report.

Two people must empty pop machine and both persons are responsible for counting any money taken from the machine. All funds collected should be accounted for on the "Record of Funds Deposited Form" and must accompany the "Inventory Reconciliation Form".

There may be some instances when writing a receipt for each student is impossible. If this is the case, the money-taker must keep a tally sheet. This tally sheet should show reconciliation between beginning, ending and money collected. If you use a cash register to record your sales, you must include a Z tape with the deposit.

All deposits are to be submitted to the building office for safe keeping. Funds will be picked up daily by the district mail courier and submitted to the District Office for verification and deposit. Locked cash boxes, safes and vaults should be used to protect cash at all times. Cash and checks should not be stored unsecured. Stale dated checks will not be accepted for deposit under no circumstances.

If there are deposit discrepancies, the money-taker will be contacted for reconciliation of the discrepancy.

If at any time any of the above procedures are not followed, the following actions will be taken.

1. First Infraction: Form 7307F will be sent to the money-taker's immediate supervisor.
2. Second Infraction: Form 7307F will be sent to the money-taker's immediate supervisor and the Superintendent.

3. Third Infraction: Form 7307F will be sent to the money-taker's immediate supervisor, the Superintendent and School Board with possible disciplinary action.

Copies of all infractions will be maintained by the District Business Office for one fiscal school year.

Policy History:

Adopted on: November 17, 2010

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7307F

Depositing of Funds

Name: _____ Date: _____

The above employee failed to comply with Board Policy 7307 Depositing of Funds.

Non-compliance issue is as follows:

- Funds not deposited within timely manner as specified in board policy.
- Did not complete a "Funds Deposited Form"
- Did not complete receipts, tally sheet or a form of reconciliation for funds collected.
- Did not complete an "Inventory Reconciliation Form" for funds collected.
- Submitted stale dated checks for deposit.
- Unexplainable discrepancy between funds collected and funds deposited.

This infraction is considered a

- First Infraction – Immediate Supervisor Notified.
- Second Infraction – Immediate Supervisor and Superintendent Notified.
- Third Infraction – Immediate Supervisor, Superintendent and Board of Trustees Notified.

Third Infraction may also lead to disciplinary action. Copies of all infractions will be maintained by the District Business Office for one fiscal school year.

Business Manager

Date

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District approved marketing activities, including but not limited to advertising, corporate sponsorship, signage, etc., is a Board-approved venture. These opportunities are subject to certain restrictions as approved by the Board in keeping with the contemporary standards of good taste. Such advertising will seek to model and promote positive values for the students of the District through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in the maintenance of existing District athletics and activity programs; and
3. Provide scholarships for students participating in athletic, academic and activity programs who demonstrate financial need and merit.

Appropriate opportunities for these marketing activities include but are not limited to:

1. Fixed signage
2. Banners
3. District-level publications
4. Television and radio broadcasts
5. Athletic facilities, to include stadiums, high school baseball fields, and high school gymnasiums
6. District level projects
7. Expanded usage of facilities beyond traditional use (i.e., concerts, rallies, etc.)
8. Interior and exterior of a limited number of District buses only if the advertising is associated with student art selected by the District. The only advertising information will note that the student art is sponsored by the participant in the District sponsorship. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts)

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to the requirements of Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder or violence
2. Attack ethnic, racial or religious groups
3. Discriminate, demean, harass or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school and/or District
6. Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public question submitted at any general, county, municipal or school election
7. Be obscene or pornographic as defined by prevailing community standards throughout the District
8. Promote the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns
9. Promote any religious or political organization
10. Use any District or school logo without prior approval
11. Use age-inappropriate material

Exception

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. Funds received for approved projects involving advertising in said publications may be retained by the school-related group that is sponsoring the activity as a fund-raising event.

Solicitations

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school buildings or on school grounds without prior approval.

Cross Reference: 2100	Curriculum Development and Assessment
2500	Library Materials
2520	Curricular Materials

Policy History:

Adopted on: March 12, 2008

Revised on: July 14, 2010

West Bonner County School District

FINANCIAL MANAGEMENT

7320

Establishment and Use of District General Fund Contingency Reserve

The West Bonner School District #83 desires to establish and maintain a General Fund Contingency Reserve Fund for unanticipated expenditures of a necessary, temporary and non-recurring nature. The purpose of this reserve fund shall be to minimize the effects of unanticipated economic fluctuations on revenue or needed expenditures; such as increases in fuel costs, decreases in student population during a school year, unexpected litigation expenses, insurance deductibles, etc.

The Board shall, by official action of the Board at a regular board meeting, determine what funds are to be placed into the General Fund Contingency Reserve Fund. The Board will only place revenues into this fund which were not obligated in the regular budget. The total of all funds in this account shall not exceed 5% (five percent) of the combination of the district's General Fund, and supplemental and emergency levy amounts.

The expenditure of any funds from the General Fund Contingency Reserve Fund must be approved by official resolution by the Board of Directors at a scheduled meeting. Prior to authorization of use of any funds from this reserve account the Board shall determine and state in an official motion the amount of the funds to be released from the Contingency Reserve Fund, as well as the specific approved use of these funds by the District.

LEGAL REFERENCE: Idaho Code 33-801A

Policy History:

Adopted: June 8, 2005

Revised: March 12, 2008

West Bonner County School District

FINANCIAL MANAGEMENT

7400

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. 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. 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 Twenty-Five Thousand and 00/100 Dollars (\$25,000.00), formal bids shall be called for by issuing public notice as specified in statute. 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 may be contacted.

Wherever practical in purchasing programs involving ten thousand dollars (\$10,000) or more, the district may call for competitive price quotations.

The Superintendent shall establish bidding and contract awarding procedures.

Cooperative Purchasing

The District may cooperatively enter into contracts with one (1) or more districts to purchase materials necessary or desirable for the conduct of the business of the District.

Bond Requirements for Public Works

Before the district awards any contract to a qualified contractor for the construction, alteration, or repair of any district building, or other public work improvement, the contractor will provide bonds to the district which will become binding upon the award of the contract to such contractor. The following bonds must be payable to the district and must be filed in the district office when the contractor's bid is submitted for consideration.

1. A performance bond in any amount to be fixed by the district, but in no event less than eighty-five percent (85%) of the contract amount conditioned upon the faithful performance of the contract in accordance with plans, specifications and conditions thereof. The amount of performance bond will be set forth in the applicable Request for Bids. Said bond shall be solely for the protection of this district.
2. A payment bond in the amount to be fixed by the district, but in no event less than eighty-five percent (85%) of the contract amount, solely for the protection of persons supplying labor or materials, or renting, leasing, or otherwise supplying equipment to the contractor, or his or her subcontractors for such contract. The amount of payment bond will be set forth in the applicable Request for Bids.

If this district requires a performance bond or payment bond in excess of fifty percent (50%) of the total contract amount, it shall not be authorized to withhold from the contractor or subcontractor any amount exceeding five percent (5%) of the total amount payable as retainage. Further, the district will release to the contract any retainage for those portions of the project accepted by the district and the contractors as complete within thirty (30) days after such acceptance. Regarding contract work with this district, contractors are not authorized to withhold from a subcontractor any amount exceeding five percent (5%) of the total amount payable to the subcontractor as retainage. The contractor shall remit the retainage to subcontractor within thirty (30) days after completion of the subcontract.

Each bond shall be executed by a surety company or companies duly authorized to do business in this state, or the contractor may deposit any of the type of government obligations approved by state law. The bonds may not be required to be furnished by a particular surety company, or through a particular agent or broker.

Nothing in this policy shall be construed to limit the authority of the district to require a performance bond or other security in addition to the above bonds, or to require bonds in other circumstances.

Public Calamity Resolution

If there is a public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or if it is necessary to do emergency work to prepare for national or local defense, or it is necessary to do emergency work to safeguard life, health or property, the board may pass a resolution declaring that the public interest and necessity demand the immediate expenditure of money to safeguard life, health or property. Upon adoption of the resolution, the board may expend any sum required in the emergency without compliance with the bidding requirements.

Lease/Purchase Agreements

This board may enter into lease-purchase agreements for goods, equipment, buses or portable classrooms, provided the written agreement meets the following requirements:

1. The annual lease payments will reflect reasonable compensation for use;
2. No penalty will be imposed on the district for proper cancellation of the lease;
3. The right to exercise the option to purchase will be at the sole discretion of the district;
and
4. The cost of purchase will not exceed the reasonable value of the goods, equipment, buses or portable classrooms as of the time the option to purchase is exercised.

Personal Service Contracts

The board may enter into personal service contracts as necessary to carry out its responsibilities and duties governing the district and accomplishing the district's educational goals and objectives.

“Personal service” is defined as a performance for remuneration by an individual on a specified contractual basis of specialized professional or consultive expertise germane to administration, maintenance or conduct of governmental activities which require intellectual or sophisticated and varied services, dependent upon facilities, invention, imagination or specific talent which the district cannot itself provide or accomplish.

The business manager will report monthly to the board of trustees the monthly cost for personal service contracts.

Personnel Conflict of Interest

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business 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 ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor will fully disclose, in writing, the employee's exact relationship to the business or vendor.
2. The affected business or 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.
4. This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee will receive gifts, prizes, awards, or merchandise, or commission as a result of ordering any items as result of placing any purchase order with a vendor on behalf of the district.

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. § 33-601A Leasing of goods, equipment, buses and portable classrooms

Policy History:

Adopted on: March 12, 2008

Revised on: September 9, 2009

West Bonner County School District

FINANCIAL MANAGEMENT

7405

Public Works Contracting and Procurement

No contract involving a public works project shall be let to any contractor who is not licensed as required by the laws of this state. Further, the District shall at all times adhere to the bidding requirements for public works contracting and procurement as set out in state law.

Public Works Contractor Licensure Requirements

\$0 to \$10,000	No Licensure requirement	IC 54-1903 (i)
\$10,000 and above	Licensure required	IC 54-1903 (i)

Exemptions to Public Works Contractor Licensure

Less than \$10,000 for construction, alteration, improvement, or repair.	Single project with any number of trades	IC 54-1903 (i)
Less than \$50,000 for construction, alternation, improvement, or repair.	Single project for which no responsive statement of interest was received from a licensed contractor, per IC 67-2805 (1).	IC 54-1903 (i)
Any construction, alteration, or repair due to an emergency.	Pursuant to the provision of Charter 10, Title 46 Idaho Code.	IC 54-1903 (k)

Public Works Construction Bidding

\$0 to \$25,000	No bidding requirements	IC 67-2803 (2)
\$25,000 to \$100,000	Semi-formal bidding: Issue written requests for bids describing the work to at least 3 licensed contractors. Allow 3 days for written response; objections 1 day prior To bid. Keep records for 6 months. Accept low bid, Or reject all bids.	IC 67-2805 (2)
\$100,000 and above	Formal bidding 2 Options A &B: Category A – Open to all licensed contractors. Publication requirements. Written objections allowed. May request bid security/bond. Accept low bid, or reject all bids. See code for details. Category B – Open to pre-qualified contractors. After Pre-qualification is determined, the bidding process is in the Same manner as Category A.	IC 67-2805 (3)

Legal Reference: I.C. 54-1903 Unlawful to engage in public works contracting without license
I.C. 67-2801 et. Seq. Purchasing by Political Subdivisions.

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7407

Public Procurement of Goods and Service

The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in state law.

Public Procurement of Goods and Services Bidding

\$0 to \$25,000	No bidding requirement	IC 67-2803 (2)
\$25,000 to \$50,000	Semi-formal bidding: Issue written requests for bids Describing goods or services desired to at least 3 vendors. Allow 3 days for written response, unless an emergency Exits; 1 day for objections. Keep records for 6 months. Accept low bid, or reject all bids.	IC 67-2806(1)
\$50,000 or above	Formal bidding: Publish bid notice at least 2 weeks in IC 67-2806(2) Advance of bid opening. Make bid specifications Available; written objections allowed. May request bid Security/bon. Can reject all if able to purchase more Economically in the open market.	IC 67-2806(2)

Exemptions to Public Procurement of Goods and Services Bidding

Personal Property	Already competitive bid (piggy-banking)	IC 67-2803 (1)
Less than \$25,000	Contracts or purchase of goods or services	IC 67-2803 (2)
Any Amount	Payments of Wages	IC 67-2803 (3)
Any Amount	Personal or professional services performed by An independent contractor. (Refer to info on qualifications In IC 67-2320)	IC 67-2803 (4)
Any Amount	Procurement of an interest in real property – lease Of purchase	IC 67-2803 (5)
Any Amount	Procurement of insurance	IC 67-2803 (6)
Any Amount	Costs of Joint Powers participation	IC 67-2803 (7)
Any Amount	Emergency Expenditures	IC 67-2808 (1)

Legal Reference: I.C. 67-2801 et. Seq. Purchasing by Political Subdivisions.

Policy History:

Adopted on: August 11, 2009

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7410

Petty Cash Funds

It is the policy of West Bonner County School District to not allow petty cash funds.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7415

Payment for Goods and Services, Issuance of Checks and Cancellation of Checks

Payment for Goods and Services

Bills or invoices for payment of goods or services will be submitted to the district office, along with supporting purchase orders and other documentation. When the bills or invoices are received by that office, they are forwarded to the appropriate administrator/department head/teacher for approval to pay. Upon receiving approval to pay, they are processed for payment.

A final payment determination will be made by the board. Checks or warrants for the approved bills will be drawn by the business manager.

All bills will be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of bill, unless a contract specifies another payment arrangement.

Issuance of Checks

A checks issued on a school board account must be signed by two (2) authorized individuals designated by the board.

No disbursement will be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization. No checks will be made payable to "cash".

District checks will not be pre-signed. All disbursements must be documented by original invoices, sales slips or register tapes with explanations provided.

Although highly discouraged, district checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided prior approval and a purchase order made out to the student/employee was created prior to the expenditure. All proper supporting documentation must be submitted.

Advance payments for goods and services may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit a report of all expenditures with the appropriate receipts and sales slips. Any unused funds will be returned immediately.

Cancellation of Checks

Any check issued by the district will be voided when:

1. It has been outstanding for more than six (6) months; or

2. It has been reported as stolen or lost; or
3. It has been returned by the payee for some reason.

If the voided check is replaced with a new check, a “stop payment” order will be filed with the bank from which the check is drawn. When a stop payment order is issued on an employee payroll or reimbursement check, that employee is responsible to reimburse the district the stop payment fee charged by the bank.

Policy History:

Adopted on: March 12, 2008

Revised on: March 16, 2011

West Bonner County School District

FINANCIAL MANAGEMENT

7420

Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.
5. The purchase order must be made out to the employee prior to the purchase. Under no circumstances will sales tax be reimbursed.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7425

Gifts, Grants and Bequests

Under no exception is it allowed to give gifts of any kind to a district employee that has been purchased with school district funds.

Further, this board does not allow the disbursement of district funds to pay for department parties that would be considered a social gathering, i.e. a Christmas party.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7430

Travel Allowances and Expenses

Every District employee and trustee 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.

Reimbursement for travel necessary to accomplish assigned missions of the district shall only be made upon approval of the superintendent with appropriate documentation.

Any employee required to travel during the workday as a condition of employment, from one job site to another site for school purposes, shall be compensated for mileage at the rate authorized by the Idaho State Controller's Office, State Board of Examiners and approved by the Board of Trustees. Any changes in the mileage reimbursement rate will become effective for district staff only after board approval.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: March 12, 2008

Revised on: July 12, 2011

West Bonner County School District

FINANCIAL MANAGEMENT

7435

Payroll Advances

The purpose of this policy is for compliance with Internal Revenue Code Sections 6302, 3401, 3401 (b) -1 and 3402. *In the instant case the advances are paid for services and are “wage” payments; the employer’s pay period, under the circumstances would be a bimonthly payroll period for purposes of section 3401(b) of the code. Thus, the advance payment will be regarded for purposes of income tax withholding as an ordinary payment from which the tax is withheld. The employer also is required to withhold from each semimonthly payroll the employee tax under the Federal Insurance Contributions Act. It is held that the employer is required to make semimonthly deposits of the taxes withheld, together with the applicable employer tax, within three banking days after the close of the semimonthly period in which the wages are paid.*

Advances, not to exceed 30 percent (30%) of the employee’s regular monthly pay, may be requested. Advances will be paid on the 10th day of each month or the following Monday if the 10th falls in the weekend. All advances will be paid to the employee through a direct deposit into the employee’s bank account.

Employees must complete the “Employee Advance Payroll Form” to be eligible for the advance payroll.

Those employees that sign up for the advance payroll will receive semimonthly payroll checks. The advance payroll check will be paid on the 10th of the month and will be in the amount requested by the employee. This amount must be a minimum of \$100 per month and amounts must be in \$50 increments. The regular payroll check to be paid on the 25th of the month will be the balance of employee’s regular gross income less the advance payroll amount paid on the 10th.

Those employees that sign up for the advance payroll will receive the same advance amount each month on the 10th of every month for the entire school year. If the employee is a 12 month employee the commitment is from July 1 until June 30 and if the employee is a 10 month employee the commitment is from September 1 until August 31.

Changes to the amount of the advance payroll are allowed only once per year. If the employee wishes to term the advance payroll prior to the end of the school year, that employee is not eligible to re-sign again until the next school year. Changes and terminations must be in writing with the employee’s signature.

Legal Reference: Internal Revenue Code Sections 6302, 3401, 3401 (b) -1 and 3402

Policy History:

Adopted on: February 13, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7440

District Credit Cards

The Board of Trustees permits the use of district credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the district.

All credit cards will be in the name of the school district. Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The business manager shall monitor monthly use of each credit card by reviewing credit card expenditures and report any serious problems and/or discrepancies directly to the Superintendent and Board.

Credit Card Users

Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to provide a proper receipt can make the employee responsible for expenses incurred.

Credit Card Limits

The district shall establish a credit line on to exceed \$2,500 for each card issued.

Return of Credit Card

All credit cards must be returned to the business office within three (3) days of its use.

Misuse and/or Unauthorized Use

An employee who violates a provision of this policy shall have his/her credit card privileges revoked immediately and shall be subject to disciplinary action as determined by the Superintendent and reported to local law enforcement. If the Superintendent violates a provision

of this policy, he/she shall be subject to disciplinary action as determined by the Board and reported to local law enforcement.

Additional Procedures

The Superintendent, in consultation with the Assistant Superintendent and/or Business Manager, may establish additional procedures governing the issuance and use of district credit cards that do not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

Legal Reference: I.C. § 18-5701 Misuse of Public Money by Officers
 I.C. § 18-5703 Definitions

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7445

Payroll Periods, Deductions and Supplemental Payroll

Payroll Periods

This school district will issue one “regular” payroll per month and one “advance” payroll per month. See policy 7435.

Salary payments for certificated personnel will be prorated on a twelve-month (912-month) basis. Certificated personnel may draw their summer checks in advance only if they terminate their employment with the district at the conclusion of the school year.

Payment for classified employees who work over 20 hours per week is calculated as follows: Rate of pay times days to be worked for year times hours per day equals annual gross income. This annual gross income is divided over the remaining payroll for the school year. Unless there are exceptions to the monthly payroll, classified employees on benefits will receive the same gross payroll per month. Classified payroll is based on timesheet pay. Classified employees who work over 20 hours per week may not opt out of spreading their payroll over the school fiscal year.

Payment for classified employees who work under 20 hours per week is authorized on the basis of the time sheet submitted to the central office.

Payroll Deductions

All payroll warrants are subject to those deductions which are required by statute of the State of Idaho and the federal government. Any other payroll deductions for school employees will be in accordance with board policy and upon written authorization of the employee.

Compulsory payroll deductions will be made as required by Idaho and federal law.

Optional deductions will be made upon written request by the employee for such purposes as approved by the board.

Supplemental Pay

Supplemental pay for special assignments will be paid according to a schedule approved by the board. Such payment will be made in accordance with the regular payroll procedure. Supplement pay will be prorated on a twelve-month (12-month) basis unless the employee requests, in writing, full payment at the completion of the activity assignment.

Legal Reference: I.C. § 33-506
I.C. § 33-515

Organization and government of board of trustees
Issuance of Renewable Contracts

Policy History:

Adopted On: March 12, 2008

Revised On:

Certification of Wages and Benefits Paid by Federal Programs

A complete list of all wages and benefits paid by any federal program will be reviewed by the designated federal program administrator at least semi-annually. This list will contain the name of each employee paid with federal funds, the f.t.e. charged to the federal program, as well as the salary and benefits costs charged to the program. After reviewing all program information on the list for accuracy, the program director will sign the list verifying that he/she has reviewed all the information and that it is accurate.

Individuals who work in more than one District program, and are presently working in at least one federal program, will keep a personal activity report/timesheet that shows days and hours worked in any federal program. The employee will be required to sign these reports and return them to their supervisor each pay period. These signed records will be included with the list that is reviewed and signed by the program administrator.

For individuals who work only in one federal program a copy of their District calendar and their scheduled hours of work will be attached to the list to be reviewed and signed by the employee. These records will be reviewed and signed by the designated federal program administrator at least semi-annually to verify accuracy.

The semi-annual signed certifications will be kept as the District's record of compliance with the requirements of OMB Circular A-87.

Policy History:

Adopted On: March 12, 2008

Revised On:

**West Bonner County School District
Policy 7450 – Compliance Form**

**West Bonner County School District No. 83
Certification of Wages and Salaries – Federal Programs**

Designated federal program administrators must review all wages and benefits paid by any federal funds at least semi-annually. The lists reviewed must contain the name of each employee paid with federal funds, the f.t.e. charged to the federal program, and all salary and benefit costs for each federally funded employee. Each list must be signed by the designated program administrator, and attached to this certification.

If an employee works in more than one District program, while working in a federal program, a copy of their daily logs/schedules for the periods covered must be attached.

Federal Program(s): _____

Program Supervisor: _____

Wages and Salaries: From _____ **To** _____

I, _____, certify that I have reviewed all salary and wage forms and certify that the salary and benefits charged to the federal program are accurate. I have also reviewed the daily logs/schedules for individuals who work part-time as in the federal program and verify their accuracy. Copies of all employee lists, daily calendars/schedules are attached.

Signature of Program Administrator

Date

Compliance Signature Form – Required by Board Policy 841

West Bonner County School District

FINANCIAL MANAGEMENT

7500

Increase in Fees

Prior to a decision by this board of trustees to impose a new fee or to approve a fee increase that exceeds on hundred five percent (105%) of the amount of the fee last collected, this board will hold a regular or special public meeting on the proposed fee imposition or fee increase.

For the purpose of this policy, the definition of “fee” will include all fees and charges of this school district for a direct public service, including fees for voluntary activities and extra costs such as extra curricular activities, driver’s education, towel or locker use, adult education courses, breakfasts and lunches, parking and similar services or activities.

Public notice will be given of this board’s intent to make a decision on a proposed fee increase, as set forth above, by either:

1. Advertising in at least one newspaper once each week during the two weeks preceding the week during which the hearing will be held. The advertisement will state that the board will meet on a certain day, time and place listed in the advertisement. The advertisement will also state the purpose of the meeting, which is to explain the reasons for and public comments about any proposed new fee or fee increase beyond one hundred five (105%) percent;
2. Holding three public meetings in three different locations in the district; or
3. A single mailing notice to all district residents, provided that the same information is given and provided the meeting is held not less than seven days after the mailing of the notice.

Failure to provide public notice and a hearing on the increase in fees will result in possible voiding of the validity of all or a portion of the fee increase.

Legal Reference:	I.C. § 63-1311A	Advertisement of and hearing on fee increases
	I.C. § 60-106	Qualifications of newspapers printing legal notices
	I.C. § 33-603	Payment of fees or returning of property

Cross Reference: 3440 Student Fees, Fines and Charges
 7300 Revenues

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7600

Declaration of Financial Emergency

The board of trustees is dedicated to sound and efficient financial management. Recognizing the limitations and fluctuations on funding, the district must take specific action to ensure education remains the primary goal and responsibility of the district. In the event that the financial situation of the district declines to an emergency level due to state, local or federal funding, the board will consider a declaration of financial emergency.

Prior to declaring a financial emergency, the board of trustees shall hold a public meeting for the purpose of receiving input concerning possible solutions to the financial problems facing the school district. The board encourages input from parents, community members, and staff.

Policy History:

Adopted on: September 9, 2009

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7600F

Declaration of Financial Emergency Resolution

DECLARATION OF FINANCIAL EMERGENCY

WHEREAS, the state department of education has certified that conditions (a) (b) and (c) (*include all that have been met*) of Idaho Code Section 33-522 (2) have been met;

WHEREAS, the Board of Trustees of West Bonner County School District No. 83 met on _____ (*insert date*) to review the financial state of the district'

WHEREAS, the Board of Trustees posted notice on _____(*insert date*) of a public meeting to gather input concerning possible solutions to the financial emergency facing the district;

WHEREAS, the Board of Trustees held a public meeting on _____(*insert date*) to gather input concerning possible solutions to the financial emergency facing the district pursuant to Idaho Code Section 33-522(1);

WHEREAS, the Board of Trustees project that the school district's general fund balance, excluding funds restricted by state and federal law and considering both anticipated expenditures and revenue is less than five and one-half (5.5%) percent of the school district's unrestricted general fund budget pursuant to Idaho Code Section 33-522(2)(f).

NOW, THEREFORE BE IT RESOLVED, on _____(*insert date*) that the Board of Trustees of West Bonner County School District No. 83 declare a financial emergency pursuant to Idaho Code Section 33-522 for the Fiscal Year _____(*insert year*).

Legal Reference: I.C.33-522 Financial Emergency

Policy History:

Adopted on: September 9, 2009

Revised on:

West Bonner County School District

FINANCIAL MANAGEMENT

7600P

Declaration of Financial Emergency Process

Financial Emergency Requirements

If the state department of education certifies that one or more of the conditions below in paragraph (a), (b), or (c) or met, then the board of trustees may declare a financial emergency if it determines that the condition in paragraph (f) is also met. Alternatively, the board of trustees may declare a financial emergency if it determines that either of the conditions in paragraph (d) or (e) of this subsection are met and the state department of education certifies that the condition set forth in paragraph (f) is also met.

- a. Any of the base salary multipliers in section 33-1004E, Idaho Code, are reduced by one and one-half percent or more than from any prior fiscal year.
- b. The minimum instructional salary provision in section 33-1004E, Idaho Code, is reduced by one and one-half percent or more from any prior fiscal year.
- c. The amount of total general fund money appropriated per support unit is reduced by greater than three percent from the original general fund appropriation per support unit of any prior fiscal year.
- d. The amount of property tax revenue to be collected by the school district that may be sued for any general fund purposed, with the exception of emergency levy funds, is reduced from the prior fiscal year, and the amount of said reduction represents more than five percent of the school district's general fund budget for combined state and local revenues from the prior fiscal year.
- e. The school district's general fund has decreased by at least three percent from the previous year's level due to a decrease in funding or natural disaster, but not a result of a drop in the number of support units or the index multiplier calculated pursuant to section 33-1004A, Idaho Code, or a change in the emergency levy.
- f. The school district's unrestricted general fund balance, which excludes funds restricted by state or federal law and considering both anticipated expenditures and revenue, is less than five and one-half percent of the school district's unrestricted general fund budget at the time the financial emergency is declared or for the fiscal year for which the financial emergency is declared.

Negotiations

Upon the declaration of financial emergency the board of trustees shall have the power to reopen the salary and benefits compensation aspects of the negotiated agreement, including the length of the certificated employee contracts and the amount of compensation and benefits. If the parties to the negotiated agreement mutually agree, reopen the other matter contained within the negotiated agreement directly affecting the financial circumstance in the school district.

The board and the education association will meet and confer in good faith for the purpose of reaching agreement, on such issues. If an agreement has not been reached, the board of trustees may impose its last best offer following the outcome of the due process hearing.

Due Process Hearing

If the board of trustees takes action after the declaration of a financial emergency and such action is directed at more than one certificated employee and if mutually agreed to by both parties, the board of trustees shall use the following procedure to conduct a single due process hearing within sixty seven days of the declaration of financial emergency on or before June 22, whichever shall occur first. The due process hearing shall not be required if the board of trustees and the local education association reach an agreement.

- a. The superintendent or any other duly authorized administrative officer of the school district may recommend the change in the length of the term stated in the current contract or reduce the salary of any certificated employee by filing with the board of trustees written notice specifying the purported reasons for such changes.
- b. Upon receipt of such notice, the board of trustees, action through its duly authorized administrative official, shall give the affected employees written notice of a hearing before the board of trustees prior to any determination by the board of trustees.
- c. The hearing shall be scheduled to take place not less than six days or more than fourteen days after receipt of the notice by the employees. The date provided for the hearing may be changed by mutual consent.
- d. The hearing shall be open to the public.
- e. All testimony at the hearing shall be given under oath or affirmation. Any member of the board, or the clerk of the board of trustees, may administer oaths to witnesses or affirmation by witnesses.
- f. The employees may be represented by legal counsel and/or by a representative of a local or state education association.
- g. The chairman of the board of trustees or the designee of the chairman shall conduct the hearing.
- h. The board of trustees 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 costs by the board of trustees upon request of the employee.
- i. At the hearing the superintendent or other duly authorized administrative officer shall present evidence to substantiate the reduction contained in such notice.
- j. The employees may produce evidence to refute the reduction. Any witness presented by the superintendent or by the employees shall be subject to cross-examination. The board of trustees may also examine witnesses and be represented by counsel.
- k. The affected employees may file written briefs and arguments with the board of trustees within three days after the close of the hearing or such other time as may be agreed upon by the affected employees and the board of trustees.
- l. Within seven days following the close of the hearing, the board of trustees shall determine and, acting through its duly authorized administrative official, shall notify the employees in writing whether the evidence presented at the hearing established the need for the action taken.

Length of Financial Emergency

A financial emergency shall be effective for one fiscal year unless so qualified by additional reductions.

Annual Meeting and Notice Requirements

If a financial emergency has been declared, the notice of annual meeting and the notice of annual budget hearing shall be posted for not less than five days, and by such further notice shall provide reasonable notice to the patrons of the school district if publication in a newspaper is not feasible. If the district has declared a financial emergency, no later than fourteen days prior to its annual meeting, the board of trustees shall have prepared a budget, and held a public hearing.

Legal Reference:	I.C. 33-402	Notice Requirements
	I.C. 33-522	Issuance of Renewable Contracts
	I.C.33-522	Financial Emergency
	I.C.33-801	School District Budget

Policy History:

Adopted on: September 9, 2009

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8000

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including noninstructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8100

Transportation

The Board's primary concern in providing transportation services to students is the safety and protection of the health of students. This board adopts as policy the most current version of "Standards for Idaho School Buses and Operations" of the State Department of Education.

The transportation services for this district are a privilege, not a right. Students may be prevented from availing themselves of transportation services due to disciplinary infractions.

The District shall provide transportation to and from school for a student who:

1. resides at least one and one-half (1/2) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student's home¹ 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.

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. The Board of Trustees may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board of Trustees as impractical, by reason of sparsity of students, remoteness or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board of Trustees may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

Cross Reference: 8110 Safety Busing
 8120 Bus Routes, Stops and Non-Transportation Zones

Legal Reference: I.C. § 33-1501 Transportation Authorized
 I.C. § 33-1503 Payments when transportation not furnished
 IDAPA 08.02.03.109 Special Education
 No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: March 12, 2008

Revised on:

¹ A day care center, family day care home, or a group day care facility may substitute for the student's residence for student transportation to and from school.

Exhibit 1 is the measuring instrument model form used by your district.

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8115

Maximum Drive Time

To promote the safety of students riding in school buses, the West Bonner County School District is implementing this policy concerning bus driver maximum drive time. It is the policy of the District that bus drivers, or any district employee providing transportation for students, shall adhere to the Federal Motor Carrier Safety Administration regulations. Currently those regulations provide a maximum of 10 hours of actual driving time. Drivers must have eight hours of continuous off duty time before long trips and cannot exceed 60 hours of driving in a week.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one-hundred (100) miles.

Cross Reference: 8100 Transportation

Other Reference: Idaho Department of Education, School Bus Driver Manual
Idaho Department of Education, Idaho's School Bus Driver Training
Classroom Curriculum

Legal Reference: I.C. § 33-1501 Transportation Authorized
I.C. § 33-1509(7) School Bus Drivers–Definition–Qualification–Duties

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8120

Bus Routes, Stops and Non-Transportation Zones

Each year, no later than the regular Board of Trustee's meeting in August, the Superintendent or designee shall present their recommendation for bus routes, school safety busing zones and non-transportation zones to the Board of Trustees. The Board of Trustees shall consider student health and safety in considering the recommendations of the superintendent or designee.

Definitions:

Safety Busing Zone: The transportation of a student who lives less than one and one-half (1/2) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action. (See Safety Busing Policy #8101.)

Non-Transportation Zone: An area of the District designated by the Board which is not served by District transportation because of sparsity of students, remoteness, or condition of roads makes such service impractical

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. (See Exhibit 1 to Policy 8101—Safety Busing.)
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety in mind and protection of the health of the student.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the

consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

Operation of Buses and Vans

To provide transportation to students, this district may purchase or lease, and maintain and operate school buses and vans, which vans will not have a seating capacity in excess of fifteen (15) persons; enter into agreements or contracts for the use of a charter bus(es); enter into contracts with individuals, firms, corporations, or private carriers; or make payments to parents or guardians, subject to the statutory limitations, when transportation is not furnished by the district.

Cross Reference: 8110 Safety Busing

Legal Reference: I.C. § 33-1501 Transportation Authorized
 I.C. § 33-1502 Bus Routes—Non-transportation zones

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8125

Transportation of Non Public School Students

This district may transport nonpublic school students when requested, if there is space available to transport such students and commercial bus transportation is not reasonably available.

All nonpublic school students will be picked p only at established school bus route stops approved by the district. The nonpublic school student's parents/guardian, or the nonpublic school will be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this school district will be subject to all laws, policies, rules and regulations applying to public school students being transported on such buses, and may be disciplined according to district policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this district does transport nonpublic school students the full cost for providing such transportation will be recovered by the district. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year's Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this district's buses.
2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the average number of seats per route.
3. The average cost per mile divided by the average number of available seats per route equals the average seat cost per mile.
4. Once the average seat cost per mile is established it will be multiplied by the sum of all nonpublic school students' miles traveled from the designated bus stop to the nonpublic school and from the nonpublic school back to the designated bus stop. This will equal the total daily reimbursement.
5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.
6. A nonpublic school student's parent or guardian will be billed monthly. If this district does not receive payment within ten (10) days from the date of the bill, the nonpublic school student will not be allowed to continue riding this district's buses.
7. If appropriate, and space on this district's buses is available, this district may enter into an agreement with a nonpublic school to provide transportation. The calculation method set forth above will be used and the nonpublic school will be billed monthly. Failure to make payment within ten (10) days from the date of the bill will result in termination of the agreement and the nonpublic school students will not be transported

Legal Reference: Idaho Code Section 33-1501
Attorney General Guideline, February 25, 1994

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8130

Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

- (a) travel to and from school and between schools;
- (b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

If available, one of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreements shall stipulate in writing the terms of reimbursement.

Cross Reference: 3340 Corrective Actions and Punishment

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA)

IDAPA 08.02.03.109 Special Education
Idaho Special Education Manual

Policy History:

Adopted on: March 12, 2008

Revised on:

Student Conduct on Buses

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

Proper conduct by students contributes greatly to the safety of this district's transportation program. Therefore, the following rules of student conduct must be observed:

These are the Minimum Rules as stated by the State of Idaho, Department of Education, Student Transportation Manual 2006, page A-5

1. Students must obey the bus driver's directions promptly and courteously.
2. Students must avoid loud talking or unnecessary confusion. Absolute silence is demanded when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and head inside the bus at all times. Windows may not be opened more than half way.
4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five minutes before the scheduled arrival of the bus. Student shall wait in an orderly line and avoid horseplay.
5. Students approaching bus stops, stay well off the road way when waiting for the bus, and respect the property at the bus stop.
6. Students must not try to board the bus until it comes to a complete stop and the door is opened and upon direction of the driver.

7. Students must remain seated while on board. Student shall go directly to an available or assigned seat when entering the bus.
8. Student shall exhibit appropriate classroom behavior at all times.
9. If it is necessary for a student to cross the road after leaving the bus, he or she must wait fifteen (15) feet in front of the bus until the “all clear” signal, and then carefully cross in front of the bus.
10. Students must board and leave the bus at their establish stop, except when they have a request signed by their parent or guardian to do otherwise.
11. When assigned to a bus a student must continue to ride that bus unless reassigned by the respective school principal or director of transportation.
12. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus.
13. Eating or drinking is not allowed on a school bus.
14. Student shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
15. No items are to be stored in the aisle. Any large items carried on the bus must be held on the student’s laps. Items such as large musical instruments, shop projects, etc., will not be transported with students on the bus. Student shall not carry hazardous materials, nuisance items or potentially disruptive animals on the bus.
16. Student shall respect the rights and safety of others.
17. Student shall refrain from hitching rides via the rear bumper or other parts of the bus.
18. Student shall refrain from using cell phones while on the bus.
19. Student shall remain clothed at all times while on the bus.
20. A bus driver has the same status and authority as a teacher insofar as discipline is concerned.

The bus driver will first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver will refer the student to the principal or designee of his or her respective school, who will work with the director of transportation to improve the student’s behavior. The principal or designee will seek to impress upon the student the need for improvement in bus conduct. The principal or designee, consulting with the district supervisor of transportation will suspend the student’s bus transportation privileges as follows:

First suspension – three (3) school days;

Second suspension – five (5) school days; and

Third suspension – transportation privileges may be permanently revoked.

Suspension of bus transportation privileges for students with disabilities as defined by Public Law 94-142, subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Cross Reference: 3330
8130

Student Discipline
Transportation of Students with Disabilities

Legal Reference: I.C. § 33-1501
I.C. § 33-205

Transportation authorized
Denial of school attendance

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8155

Bus Warning Violations

Any employed or contracted school bus driver for this school district, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing, will prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The school bus driver or a school official will deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within seventy-two (72) hours after the alleged violation occurred.

The report will include the following information:

1. The time of the alleged incident;
2. The location of the alleged incident;
3. The motor vehicle license plate number;
4. A description of the vehicle involved.

Legal Reference: I.C. § 49-915
I.C. § 49-1422
I.C. § 49-1423

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8160

Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five (5) years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, 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 contract to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

This district may elect to contract for the transportation of students in grades six through twelve (6-12) with other public transportation providers whose vehicles used to transport students comply with federal transit administration regulations. This district may also elect to contract for the transportation of students in grades six through twelve (6-12) with private transportation providers that are approved by the state department of education. This district must receive verification of state department of education approval prior to considering services of a private transportation provider. For reimbursement purposes, this district will be required to establish that the reimbursable costs of transportation under the contract are equal to or less than the costs for school buses.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education

Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-1510 Contracts for transportation service
IDAPA 08.02.02.190.05 Contract for Transportation Services

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8170

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District

Buses used in the District’s transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the state board of education and inspections as required by law. The Superintendent and director of transportation shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent.

Legal Reference: I.C. § 33-1506	Inspection of school buses
IDAPA 08.02.02.159	Transportation
IDAPA 08.02.02.160	Maintenance Standards and Inspections

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8170P

District-Owned Vehicles

Purpose

The Board adopts this policy to establish procedures, obligations and expectations of employees who, within the scope of their employment, have occasion to operate District owned vehicles and equipment, or personal vehicles for official District purposes.

District Vehicles and Equipment

Authorization for Use.

WBCSD District employees shall operate District owned vehicles and equipment only when the employee:

- A. Is authorized by their position and/or supervisor, to act as the operator of a vehicle or piece of equipment;
- B. Holds a valid Idaho operators license for each class of vehicle or piece of equipment they are approved to operate. The District may verify license status by checking motor vehicle records.
- C. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator.

Employees operating District vehicles and equipment shall:

- A. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner.
- B. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment.
- C. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use.
- D. Pull off to a safe area and stop driving to use a cell phone in a vehicle.

E. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment.

F. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment.

G. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized under section 4 of this policy.

H. If the vehicle or piece of equipment is taken to the operator's residence as authorized by section 4, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required.

I. Report any loss, redaction or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change.

J. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All CDL holders shall comply with Federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor.

K. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicle and equipment. District material and facilities shall not be used for personal benefit.

L. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them.

M. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator.

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

A. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.

B. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.

C. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes.

D. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others.

E. Clearly negligent use of District owned vehicles or piece of equipment.

Any employee convicted of any of the items listed in section 3 of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out.

In specific instances, the superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. 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.

Disposal of Vehicles and Equipment.

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of surplus property. Each sales event must be approved individually by the Board.

Accident Management Procedures.

The WBCSD School District establishes the following procedures and guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment.

- A. All accidents/collisions/vandalism (herein collectively referred to as “accidents”) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action.
- B. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination.
- C. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment.

- D. All accidents shall be investigated by the director of transportation and a report is submitted to the superintendent.
- E. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed one-thousand dollars (\$1,000) shall be reviewed by the Safety Committee.
- F. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - i. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the director of transportation.
 - ii. The director of transportation shall inform the driver of their findings in a timely manner.
 - iii. An employee may appeal the findings and recommendations of the director of transportation by following the appeals procedure outlined in the District Grievance Procedure.
- G. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - i. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - ii. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident and service record of the employee.
- H. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this policy means utility vehicles, construction and lawn equipment.

"Vehicle" for purposes of this policy means buses, vans and passenger vehicles, maintenance and delivery trucks.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8180

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code § 33-1509.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

Legal Reference: I.C. § 33-1508 Operation of School Buses
I.C. § 33-1509 School Bus Drivers – Definition – Qualification – Duties
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8185

Use of Wireless Communication Devices by Bus Drivers

While the Board of Trustees believes the use of wireless communication devices by district bus drivers is important to provide instant communication regarding emergencies as well as to convey other important district information, bus drivers shall be subject to the following restrictions to ensure safe use of personal or district wireless communication devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, blackberries, PDAs beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Bus drivers may be issued hands-free devices to be used for district business should the need arise. If hands-free devices are issued, bus drivers shall be trained annually in their safe use. Written documentation of the training, and bus drivers' signatures that they completed the training and understand this policy shall be maintained in the district office.

Bus drivers shall under no circumstances place or receive communications unrelated to district business while on duty.

Violation of this policy may subject the driver to disciplinary action up to and including termination.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8190

Emergencies Involving Transportation Vehicles

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent and director of transportation. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8195

District Vehicle Idling

The board is committed to transporting students on school buses in a safe manner. Further, the board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers and others in the area of the idling buses. Unnecessary bus or district vehicle idling emits pollutants, wastes fuel and wastes financial resources.

District Vehicle Idling Times

1. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions.
2. The school bus should not be restarted until it is ready to depart.
3. School buses should not idle (on or off of school grounds) for longer than 5 minutes unless:
 - a. They are waiting in traffic;
 - b. They are loading/unloading students with special needs;
 - c. There are safety or emergency situations;
 - d. The driver is in the process of receiving or discharging passengers on a public highway or public road.
 - e. There are maintenance or mechanical situations, inspections or repair; or
 - f. There are extreme weather conditions and the purpose is to warm the interior of the bus.
4. All district vehicles should follow the above guidelines as applicable.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8200

Statement of Purpose

Whereas, children need access to nutritional appropriate foods and opportunities to be physically active in order to for properly grow, learn and thrive;

Whereas, good health has been shown to improve student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades;

Whereas, physical inactivity and excessive calorie intake have been proven to be predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of the deaths in the United States; the major childhood risk factors for these diseases include unhealthy eating habits, lack of physical activity, and obesity;

Whereas, it is reported that nation wide only about 2% of children 2 to 19 years of age are provided with healthy diets;

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the West Bonner County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity opportunities.

Therefore, it is the policy of the West Bonner County School District that:

- The school district will engage students, parents, guardians, teachers, food service professionals, health professionals, and other interested community members in implementing, monitoring, and reviewing district-wide nutrition and physical activity.
- All students in grades K – 12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food and beverages sold or served at school will focus on meeting the proper nutritional needs of students.
- Qualified nutrition professionals and school administrators will work together to provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat properly.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs; including the School Breakfast Program, School Lunch Program (including after school snacks), Summer Food Service Program, Fruit and Vegetable Snack Program, etc.
- Schools will provide nutritional education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and other community services

- The District will promote the benefits of healthy nutrition and physical education to parents and the community through the use of information links available (i.e., newspaper and newsletter articles, educational brochures, parent information meetings, etc.).

Community Involvement

The West Bonner County School District has involved parents, students, staff, school administrators, district administrator, health professional, representatives from the District Food Service Program, and community members in the development of this policy.

The West Bonner County School District will implement, monitor, review, and as necessary, revise this wellness policy to be sure it meets the requirements of federal and state law; as well as the needs of our students and community. The District will continue to use input from all individuals representing the school and the community; including parents, students, staff, members of the school board, school administrators, health professionals, and members of the public; in this process.

Physical Activity

Students in grades K – 12, including students with disabilities, special health care needs, and in alternative educational settings will be provided opportunities to participate in physical education (minimum of 60 minutes/week for elementary students, 225 minutes/week for junior high students, and 160 minutes for high school students) during the school year. All physical education will be taught by certified physical education teachers. Student participation in other activities involving physical activity (i.e., interscholastic or intramural sports) will be encouraged. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activities.

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to recognize the importance of regular daily physical activity so they will incorporate it into their personal behavior, students need opportunities for physical activity beyond their physical education classes. To help students achieve this level of physical activity the District will:

- Provide classroom health education that reinforces the knowledge and self-management skills needed to maintain a physically active lifestyle and reduce time spend on sedentary activities (i.e., watching television, playing video games, etc.);
- Integrate physical activities into other subject lessons; and
- Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activities.

Schools should discourage extended periods of inactivity (periods of two or more hours). When activities, such as mandatory school-side testing make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to be moderately active.

Teachers and other school staff are encouraged not to use physical activities, such as push-ups or running laps, as punitive punishment.

Nutrition Education

The West Bonner County School District will promote, encourage, teach and support healthy eating by our students. Schools are encouraged to provide nutrition education and engage in nutrition promotion activities. This education should be included as part of health and physical education classes; as well as being integrated as possible into other classes such as math, science, language arts, social sciences and elective subjects.

All District schools will provide all students grades K – 12 with a minimum of 90 minutes of nutrition focused education each school year. This education should take place in appropriate formats that encourage students to better understand and use the basics of good nutrition. To provide the greatest chance that this education will be used by the students; schools should provide opportunities to reinforce this learning throughout the school year.

Enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, contest, promotions, etc., should be used to promote and encourage proper nutrition. Activities should be provided, where appropriate, to promote the eating of fruits, vegetables, whole grain products, low-fat dairy products; as well healthy food preparation methods, and health-enhancing nutrition practices.

Training should also be provided for teachers and other school staff to provide them with information they can share with their students, and to help them provide appropriate nutrition modeling for their students.

School-based food marketing techniques will be focused on promoting healthy nutritional choices to our students.

Nutrition Guidelines

Other School-Based Activities Designed to Promote Student Wellness

The West Bonner County School District recognizes the importance of water consumption, and therefore encourages the increased consumption of water throughout the school day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day if the water is used appropriately and without distraction to the educational process. Teachers may need to schedule extra water breaks throughout the day. Even during periods of moderate temperature, staff members should remind students of the value of consuming water. In addition, water sales should be a significant option through school vending machines and concession services. Water should be available during mealtimes, at least through water fountains. When students bring water bottles for use during the school day the following procedures should be followed:

- Water bottles should be clear and have secure caps
- Students may not share water bottles
- Empty bottles should, on a regular basis, be recycled, discarded, or taken home to be sanitized
- Teachers have discretion in determining classroom use of water bottles
- Water bottles should not be used in computer labs, science labs and libraries

Any fundraising activity to be carried out in a district school or by a school sponsored organization needs the approval of the building principal. The following recommendations are made to promote healthy choices for fundraising activities, including concession stands, sponsored by a school or school organization:

- Offer only non-food items such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- Whenever food or beverages are sold, include at least some healthy choices and make the profit margin on these items less than the other items offered.

The District strongly recommends the sale and/or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. The District's recommended nutrition guidelines should be used in determining the foods and beverages that are to be sold on school grounds.

Schools are encouraged to promote healthy nutrition during classroom and school celebrations that involve the serving of food and/or beverages. During these celebrations or parties every effort should be made to have minimal servings of any food or beverage that does not meet the District's nutritional guidelines.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8210

District Nutrition Committee:

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor and review district-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

The committee would meet a minimum of one (1) time annually for continued assessment.

Committee membership will consist of:

- District Food Service Coordinator
- Dietician*, or school nurse
- Parent representative from each school level
- Student representative from each school level
- Staff member representative from each school level
- Administrative Representative, Co-Chair
- Physical Education and Health Program Leader, Co-Chair

Appointments to the Committee will be made by the Board Chair.

*If no dietitian, the school might consider negotiation with the local hospital or health district to secure the services of an outpatient dietitian. The dietitian could serve as an integral member of the school health advisory team and work collaboratively with the school nurse to screen and assess students' nutritional status and provide counseling, referral and follow-up services.

Monitoring

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School foodservice staff, at the school or district level, will also ensure compliance with nutrition policies within school foodservice areas and will report on this matter to the superintendent (or if done at the school level, to the school principal).

The superintendent or designee will develop a summary report every two (2) years on district-wide compliance with the district's established nutrition and physical activity wellness policies based on input from schools within the district. That report will be provided to the school board and may also be distributed to school health councils,

parent/teacher organizations, school principals, and school health services personnel in the district.

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8220

Food Services

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing and nutritious meals for children in the District's schools. Because of potential liability to the District, the foodservices program shall not accept donations of food without the approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school meals.

Commodities

The District shall use food commodities made available under the Federal Food Commodity Program for school meals.

Qualifications of School Foodservice Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a foodservice program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Free and Reduced Price Food Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch and Breakfast Programs and the laws, rules and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the National School Lunch and Breakfast Programs. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to a designated hearing official.

The Board may establish programs whereby meals may be provided in the District in accordance with guidelines for the National School Lunch and Breakfast Programs.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Summer Food Service Program

If more than 50 percent of a school's students are eligible for free or reduced-price school meals, that school will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act

Policy History:

Adopted on: March 12, 2008

Revised on:

District Nutrition Standards

The District shall provide school meals which meet or exceed the nutritional standards required by state and federal school lunch programs. The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food and beverages on school grounds. Sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

- **Nutrient Dense Foods Encouraged.**
Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables will be strongly encouraged.
- **Fat Content**
Foods from reimbursable meals shall, over the course of five days, derive no more than 30% of their total calories from fat and less than 10% of total calories from saturated fats. These recommendations are consistent with federal mandates. Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
- **Content from Added Sugars**
No individual item served by food service as part of a traditional meal, as an ala cart item or as a snack item may contain more than one third of its weight from added sugar. An exception may be made periodically for a traditional meal treat.
- **Milk Products**
Milk will be promoted during all meals. Milk will be available to students bringing sack lunches. Both unflavored and flavored milk will be available during the school lunch program. No products will be served which derive more than one-third of their weight from added sugars. Low-fat (1%) and non-fat (skim) forms of milk will be featured in single-serving sizes whenever possible. Whole milk or lactose-free milk will be available when medically indicated.
- **Juice-based Drinks**
Pure juice may be available as an additional beverage during the school breakfast time.

Other juice-based drinks without added sugars (e.g., juice diluted with water or flavored waters) may be served. No sweetener-based "juice drinks" or sport drinks which derive more than one-third of their weight from added sugars will be served during mealtimes.

In all cases, single-serving sizes will be featured.

Children who bring sack lunches from home are encouraged to bring 100% juice or water with them instead of consuming heavily sweetened juice drinks and sport drinks.

- **Soda Pop**

No soda pop will be allowed during the school day including students bringing lunches or snacks.

- **Caffeine and Additives**

Products containing caffeine will not be available during mealtimes. An exception will be made for chocolate.

Food service will be sensitive to the presence of dyes, sulfites, MSG and other additives to food by limiting their use whenever possible or finding alternative products that have fewer additives. Food service will follow federal guidelines regarding sodium content in all food served.

Cross Reference: 8250 Guidelines for Food and Beverages Sold Individually
8260 Vending Machines

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8235

Water Consumption/Water Bottle Policy

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes, at least through water fountains.

Water Bottle Policy

When students bring water bottles for use during school:

- Water bottles must be clear and have secure caps.
- Students may not share water bottles.
- Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions.
- Teachers have discretion in determining classroom use.
- Water bottles may not be used in computer labs, science labs and the library.
- Water bottles may not be re-filled during classroom instruction.

Policy History:

Adopted on: March 12, 2008

Revised on:

School Meals

This policy supports the mission of the School District: Providing the environment that cultivates maximum student potential. Nutrition influences a child's development, health, well being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

Hot Lunch/Breakfast Program:

- The full meal program will follow the U.S. Government's Nutrition Standards and offer a variety of fruits and vegetables. At least half of the grains served shall be whole grain.
- The meals served will be appealing and attractive to children
- The Hot Lunch/Breakfast provider will be expected to make every effort to follow the District Nutrition Standards when determining the items in a la carte sales.
 - A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e., limit quantity sold to an individual student).
 - A la carte items that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, District Schools:

- will, to the extent possible, operate the School Breakfast Program;
- will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break or recess.
- that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling

District Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- should schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk.)

Policy History:

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Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8245

Competitive Food Services (vending machines, concessions, fund raising, etc.)

The Superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for the period of one (1) hour before and after the lunch period.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines. Any food sales of an occasional nature must have the prior approval of the principal.

Cross Reference: 8250 Guidelines for Food and Beverages Sold Individually
8260 Vending Machines

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8250

Guidelines for Food and Beverages Sold Individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and skim milk products
- Pure ice cold water

Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle/Junior High and High Schools. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages

Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric

sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

A food item sold individually:

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- will have no more than 35% of its weight from added sugars;
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes. Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky; . One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

Fundraising Activities and Concessions

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).

Foods of Minimal Nutritional Value as Defined by USDA:

- Soda Water—any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices—any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum—any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain Candies—any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
- Hard Candy—A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.

Cross Reference: 3420 Student Fund Raising Activities

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8260

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of trustees. Revenues may be spent only on those purposes for which general revenue may be expended.

Vending Machine Use

1. Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.
2. Middle Schools/Junior High Schools: Vending machines may be operated in middle schools/junior high schools. All vending sales shall comply with policies regarding competitive food sales.
3. High Schools: Vending machines may be operated in high schools. All vending sales shall comply with policies regarding competitive food sales.

Vending Machine Nutrition Standards

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. Sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables.

Beverages:

- Vending sales of pop or artificially sweetened drinks will not be permitted on school grounds.
- The nonvending sale of pop or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
- The vending sale of beverages, other than soda, with less than 10% fruit juice may begin at the conclusion of the instructional day.
- Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day. This standard will be phased-in over the next three school years in the following manner:

Candy:

- Vending sales of candy will not be permitted on school grounds.
- Nonvending sales of candy will be permitted at the conclusion of the instructional day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose {dextrose}, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar {sucrose}, syrup) listed as one of the first two ingredients.

Cross Reference: 7260 Student Activity Funds
 8245 Competitive Food Services

Legal Reference: I.C. § 33-512(4) Governance of Schools
 I.C. § 33-705 Activity Funds

Policy History:

Adopted on: March 12, 2008

Revised on:

Teacher-to-Student Incentive:

Children learn preferences for foods made available to them, including those that are unhealthy. There are many disadvantages to using food as a reward:

- It undermines nutrition education being taught in the school environment.
- It encourages over-consumption of foods high in added sugar and fat; and
- It teaches children to eat when they're not hungry as a reward to themselves.

Teachers are encouraged to consider non-food items as a teacher to student incentive. Should teachers decide to use food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Guidelines--Alternatives to Using Food as a Reward

Zero-Cost Alternatives

- Sit by friends
- Watch a video
- Read outdoors
- Teach the class
- Have extra art time
- Enjoy class outdoors
- Have an extra recess
- Play a computer game
- Read to a younger class
- Get a no homework pass
- Make deliveries to the office
- Listen to music while working
- Play a favorite game or puzzle
- Earn play money for privileges
- Walk with a teacher during lunch
- Eat lunch outdoors with the class
- Be a helper in another classroom
- Eat lunch with a teacher or principal
- Dance to favorite music in the classroom
- Get "free choice" time at the end of the day
- Listen with a headset to a book on audiotape
- Have a teacher read a special book to the class

Low-Cost Alternatives

- Select a paperback book
- Enter a drawing for donated prizes
- Take a trip to the treasure box (non-food items)
- Get stickers, pencils, and other school supplies
- Receive a video store or movie theater coupon
- Get a set of flash cards printed from a computer
- Receive a "mystery pack" (notepad, folder, sports, cards, etc.)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8300

Emergency & Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

Evacuation Drills

To prepare students and personnel to respond to fire or other disasters, the superintendent or designee will formulate an evacuation plan, and schedule and carry out evacuation drills at each school at least once each month. The special needs of students and personnel will be analyzed and incorporated into the evacuation plans for all schools in this district. Blocked-exit drills will be scheduled regularly. The results of these drills will be recorded and evaluated for possible improvement. The superintendent or designee will periodically provide the board of trustees with an evacuation drill report.

Development of Crisis Management Plan

The School District will develop and maintain a Crisis Management Plan to act as a guide for school district board members, administration, staff, students, parents, and community members to address potential crisis in the school district.

The Crisis Management Plan will provide procedures for the school district and for each site, and will be used prior to, during, or after any emergency situation.

The superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals, department managers, administration, school resource officer. The Crisis Management Plan will be maintained by the District Safety Committee. Each principal and site manager shall receive a copy of the Crisis Management Plan and shall provide inservice training on plan implementation.

The district Crisis Management Plan serves as the foundation for the development, training, and implementation of individual site/program plans.

Cross Reference: 8520 Inspection of School Facilities / Emergency Evacuation Plan

Legal Reference:

Policy History:

Adopted on: March 12, 2008

Revised on:

Disclaimer:

The emergency & disaster policies contained herein are for informational purposes only. The policies are a sample of the policies that a District can incorporate. Contact your local law enforcement, medical providers and/or county offices for particular policies that are applicable for your District.

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8300P

Emergency & Disaster Preparedness

West Bonner County School District has developed procedures for dealing with existing and potential student and school crisis. The Crisis Management Plan should include **Crisis Response Procedures** and **Critical Incident Procedures**. An important component of the Plan is a set of interagency guidelines with various city/county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire school district.

Crisis Response Procedures guide staff in responding to more frequently occurring crisis such as deaths of students or teachers and other traumatic events which can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses crisis response procedures to help administrators:

- gather information;
- establish communication with the family;
- disseminate accurate information to faculty and students;
- intervene directly with students most likely to be affected;
- increase the available supportive counseling for students and staff; and
- guide students in helpful ways to remember the deceased.

Critical Incident Procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. The school District has developed a Plan which emphasizes a coordinated interagency approach. A Code Blue has been established in all school buildings to provide a uniform method of warning staff and students of high risk situations involving imminent danger to life or limb.

West Bonner County School District's Crisis Management Plan procedures provide benefits for students, parents, and the school District. The procedures provide an

organized, systematic method for helping students. Staff members know under what circumstances and how to refer a student for help. Crisis Team members operate within specific guidelines to make collaborative decisions, sharing the responsibility of these often difficult, stressful situations. Parents and other members of the community are assured that the school district has established procedures which better prepare schools to respond to crisis.

The interagency agreements are intended to foster stronger collaborative relationships and lead to improved communication about students and family events that could impact the schools.

In the event of an emergency, employees are expected to remain with the students to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator (or person in charge); those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties. Employees are strongly encouraged to take all steps necessary to provide for the well being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to insure the well being of students and staff.

Staff are expected to be aware of the District Crisis Plan and actively participate in all emergency practices and procedures.

Possible Hazards in Idaho

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies may affect school facilities and/or school transportation that may prevent use for an unspecified period of time.

The Crisis Management Plan should address a range of events and hazards caused by nature or humans, such as:

- Severe weather
- Bus crashes
- Bomb threats
- Student or staff deaths
- Chemical or hazardous material spills
- Fire
- School shootings
- Medical emergencies
- Acts of terror or war
- Natural disasters (earthquake, tornado, flood, volcanic eruptions)

Direct responsibility for what may occur immediately following a response to a 911 call will lie with the first responders (such as police or fire department.) The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plan.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented and maintained for all school and district facilities and school buses, and that:

- a) all employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others
- b) students and employees shall practice the emergency procedures implemented at their school or work site
- c) parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending by September 30
- d) if materials and supplies beyond those normally provided by the school district are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order
- e) this policy shall be reviewed annually

Sequence of Crisis Management

The Crisis Management Plan should include the sequences of managing a disaster. Those sequences are listed as follows:

- **Mitigation/Prevention** addresses what schools and districts can do to reduce or eliminate risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** deals with how to restore the learning and teaching environment after a crisis.

Crisis management is a continuous process in which all phases of the plan should be reviewed and revised. Additional sequence steps to analyze in preparing the Crisis Management Plan include:

Mitigation and Prevention

The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.

- Connect with community emergency responders to identify local hazards.
- Review the last safety audit to examine school buildings and grounds.
- Determine who is responsible for overseeing violence prevention strategies in each school.
- Encourage staff to provide input and feedback during the crisis planning process.
- Review incident data.

- Determine major problems in your school with regard to student crime and violence.
- Assess how the school addresses these problems.
- Conduct an assessment to determine how these problems—as well as others—may impact your vulnerability to certain crisis.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

- Determine what crisis plans exist in the district, school, and community.
- Identify all stakeholders involved in crisis planning.
- Develop procedures for communicating with staff, students, families, and the media.
- Establish procedures to account for students during a crisis.
- Gather information about the school facility, such as maps and the location of utility shutoffs.
- Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

Response

A crisis is the time to follow the crisis plan and make use of your preparations.

- Determine if a crisis is occurring.
- Identify the type of crisis that is occurring and determine the appropriate response.
- Activate the incident management system.
- Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented.
- Maintain communication among all relevant staff at officially designated locations.
- Establish what information needs to be communicated to staff, students, families, and the community.
- Monitor how emergency first aid is being administered to the injured.
- Decide if more equipment and supplies are needed.

Recovery

During recovery, return to learning and restore the infrastructure as quickly as possible.

- Strive to return to learning as quickly as possible.
- Restore the physical plant, as well as the school community.
- Monitor how staff are assessing students for the emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff, and first responders.
- Conduct debriefings with staff and first responders.

- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture “lessons learned” and incorporate them into revisions and trainings.

Prepare for Immediate Response

When a crisis occurs, quickly determine whether students and staff need to be evacuated from the building, returned to the building, or locked down in the building. Plan action steps for each of these scenarios.

- ✓ **Evacuation** requires all students and staff to leave the building. The evacuation plan should include backup buildings and other locations. Evacuation plans should include contingencies for weather conditions. Additionally, plans should include transportation options for students with disabilities.
- ✓ **Reverse Evacuation** requires all students and staff to leave the outdoors and return to the building quickly. Once staff and students are safely in the building, you may find the situation calls for a lockdown.
- ✓ **Lockdowns** are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy.

Define Roles and Responsibilities

How will the school operate during a crisis? Define what should happen, when and at whose direction – that is, create an organizational system. This should involve many of the school staff – important tasks will be neglected if one person is responsible for more than one function. School staff should be assigned to the following roles:

- School commander
- Liaison to emergency responders
- Student caregivers
- Security officers
- Medical staff
- Spokesperson

The District will work with law enforcement officers and emergency responders to identify crisis that require an outside agency to manage the scene (fire, bomb threat, hostage situations.)

Assigned Roles for School District Staff During a School Emergency

Superintendent

- Direct all operations of the District in the management of the emergency.
- Gather information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency.

- Assess the emergency situation and assign tasks based on the overall needs for managing the emergency.
- Direct all activities of District and school staff in the management of the emergency.
- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the emergency.
- Authorize the release of information to the public.
- Keep School Board informed of emergency status.
- The Superintendent will designate a Principal or other district employee to serve in his/her capacity in the absence of the Superintendent.
- From the District offices, direct all District office staff.
- Establish and maintain lines of communication between the District and the emergency site; for off campus emergency, lines of communication must be established for the involved school, as well. Such lines of communication may also include couriers.
- Manage the teachers and classified staff from the district office.
- Assign resources (persons and materials) to various sites for specific needs.
- Communicate with other schools in the District during the emergency period.
- Arrange for the delivery of outside services and materials needed for the management of the emergency.

Principal and School Resource Officer

- Establish and implement plan for crisis; form and coordinate crisis teams
- Maintain active file of helping agencies within the community; the names of contact person will be included.
- Maintain active file of community persons, such as counselors, doctors, psychologists, ministers; information regarding services and follow-up services will be included.
- Create letters to notify parents of continuing care that is available to students; available care will include local and state agencies, as well as school-based care.
- Develop information sheet for parents, teachers, and others; information will include topics such as talking with students, signs of depression, and others relating to crisis stress.
- Develop schedule for activities for the first day of school following the crisis with support services.
- Maintain follow-up activities such as referrals for help outside the school services setting.
- Report immediately to the local hospital if students or adults are being sent to that hospital for treatment. If more than one hospital is admitting students or adults, coordinate communication among those hospitals and the District. Assign and direct other District staff to assist in those hospitals.
- Coordinate communication between the hospital and the District office.
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Be aware of the requirements of the Health Insurance Portability & Accountability Act and provide all appropriate information based on those requirements.
- Develop plan and scenarios in which District technological resources can be dispersed effectively to emergency sites.
- Handle overflow telephone calls at the emergency site.

- Make recommendations regarding the restarting of school activities from support services.
- Serve as a liaison between the emergency school site and the emergency support teams that may be needed.
- Coordinate and direct communication between the emergency site and county and state agencies.
- Obtain and direct the placement of generators when power must be restored for a temporary period.
- Coordinate and direct the acquisition of water when there is a disruption of water and sewer services.
- Coordinate and direct contact with emergency medical services, local police and sheriff's departments, fire departments, and the highway patrol.
- Coordinate and direct search-and-rescue operations when needed.
- Supervise the use of the school computer system for communication with the district office and electronic bulletin board system.
- As needed, report various sites involved in the communication system if there are problems in that system.
- Provide technical support for all communications hardware and software.
- Plan and initiate arrangements for food for building personnel.
- Notify risk management of emergency.
- Coordinate with director of transportation as needed.
- Arrange for the payment of monies needed to respond to emergency situations; authorize purchases and payments for such resources.

Superintendent or Designee

- Collect and disseminate information to the media. Be aware of deadlines, the need for information accuracy, and other issues related to the media and the performance of their jobs.
- Plan and coordinate press interviews to help the news media meet deadlines.
- Create and disseminate press releases.
- Respond to rumors through the dissemination of accurate information.
- Organize a network of key people (police, fire, health) within the community through which accurate information can be disseminated.
- Be aware of the requirements of the Freedom of Information Act and provide all appropriate information based on those requirements.
- Plan and coordinate for live and taped presentations. Press conferences can go out live; updates for the public can be taped and aired as needed.
- Coordinate information to be shared with school and District personnel during and after the crisis.
- Act as a liaison between the media and District personnel whose attention must be focused on the immediate problems of managing the crisis without constant interruption.
- Arrange interviews for the media with key school and District staff who are involved in the emergency or who act as spokespersons for the District.
- Establish and maintain a clearinghouse for calls and requests from schools, the community, parents, and the media and refer those to the appropriate person or place.

Principals

School Crisis

- Be familiar with central office support available to principals.
- Make school crisis plan, crisis management handbook, and emergency management kit readily available to appropriate staff.

In the Event of District Crisis:

- Remain at respective schools until the end of the school day.
- When all students and staff members have left campus for the day, be prepared to report to the Superintendent.
- Perform tasks assigned by the Superintendent.

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8400

Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants; professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. Any stops along the designated route to pick up or discharge students must be pre-approved by the Transportation Director.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor, coach or adult sponsor for each bus on a special trip who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up by the coach and students at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach or adult sponsor, parent/guardian and student. The driver, instructor, coach or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he/she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester or sports season, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester or sports season.

Scheduling of Band, Choir and Academic Decathlon Trips

For the purposes of scheduling band, choir and academic decathlon competition trips, these trips will be scheduled through the high school athletic director. These trips must be performance competitions.

Trips for the school year must be submitted no later than September 30th, for each school year to the Principal and District Business Manager for funding approval. These trips must go through the same approval process as field trips and a copy must be sent to the athletic director for scheduling with transportation.

Those trips that are not performance competitions must be funded at the local level or fundraisers and must be pre-approved by the building principal.

Transporting Students in Personal Vehicles.

Under no circumstances is it allowable for WBCSD employees to transport students in their personal vehicles to and from school sponsored activities.

Cross Reference: 3380 Extracurricular and Co-Curricular Participation Policy

Legal Reference: IDAPA 08.02.02.190 Program Operations

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

Revised on: December 17, 2008

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8500

Risk Management

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its offices or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the District can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

The District shall purchase and pay for surety bonds for the Superintendent, Clerk and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

If the proceeds of any insurance received by a district by reason of loss of real property will be less than five thousand dollars (\$5,000), the proceeds may be credited to the general funds of the district.

Cross Reference: 8520

Inspection of School Facilities

Legal Reference: I.C. § 33-701
I.C. § 33-1613

Fiscal year – Payment and accounting of funds
Safe public school facilities required

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8510

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

Legal Reference: Occupational Safety and Health Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8520

Inspection of School Facilities

To ensure the safety and health of children and staff, the District shall, at least once a year subject the facilities of the district to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, and Idaho Code. The safety inspection report shall be provided to the Board of Trustees, Superintendent and to the Facilities Director for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

Emergency Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an Emergency Evacuation Plan. The District will cooperate and coordinate with city, county, and state emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

Cross Reference: 8510

District Safety

Legal Reference: I.C. § 33-1613

IDAPA 08.02.03.106

Safe public school facilities required

Safe environment and discipline

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8530

Property Damage

The District shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

If, as result of loss on real property, the District receives less than five thousand dollars (\$5,000), such proceeds may be credited to the general fund.

Privately-Owned Property

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8540

Theft or Destruction of School Property

Any student who steals, destroys or defaces school district property, or the property of another individual located at a school site, will receive prompt and decisive disciplinary action, which may include, but is not limited to, suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his or her parent/guardian will be held responsible for restitution to the full extent of the laws for any damage to school district property.

Legal Reference: I.C. § 6-210

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8600

Records Management

A fireproof vault_or fireproof file cabinets will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Business Manager shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

Legal Reference: Title 9, Chapter 3 Public Writings

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8605

Retention of District Records

In compliance with Section 33-506, Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

District records shall be retained and/or disposed of as follows:

DISTRICT RECORDS RETENTION SCHEDULE

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
BOARD MEMBER RECORDS —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.	AC+3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
BOARD RECORDS —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.	PM
COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	LA+3 yr
EQUIPMENT MANUALS —Instruction and operating manuals	LA
EQUIPMENT WARRANTIES	AC+1 yr
FACILITIES OPERATIONS-APPRAISALS —Building or property	3 yr
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 yr
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+3 yr
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr
FISCAL-ANNUAL FINANCIAL REPORTS	PM
FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 yr
FISCAL-FINAL AUDIT REPORTS	PM
FISCAL-BANK STATEMENTS	FE+3 yr

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FISCAL-CANCELLED CHECKS —Stubs/Warrants/Drafts	FE+3 yr
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 yr
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM
FISCAL-detail chart of accounts —One for all accounts in use for a fiscal year	FE+3 yr
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 yr
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	AC+4 yr AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; Title VI-B	FE+5 yr Or until all pending audits or reviews are completed
FISCAL—FEDERAL—USDA	AC+3 yr AC=submission of final expenditure
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr
FISCAL-GRANTS —State and Federal	AC+3 yr 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
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim
FISCAL-INSURANCE POLICIES —all types	AC+5 yr AC=expiration or termination of policy according to its terms
FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc	AC+4 yr AC=retirement of debt
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr
FISCAL-RECONCILIATIONS	FE+3 yr
FISCAL-REIMBURSABLE ACTIVITIES —Requests & approval for reimbursed expenses for travel, training, etc.	FE+3 yr
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
LEGAL-LITIGATION FILES--	PM CAUTION: May contain attorney-client privileged information
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information
NEWS OR PRESS RELEASES	PM
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	FE+3 yr
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc required by employment advertisement	AC+5 yr AC=Termination of employment
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled
PERSONNEL-BENEFIT PLANS	US+1 yr
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	AC+3 yr 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.
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	AC+3 yr AC=termination of employment
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits) —for insurance, personnel or other uses for which Administration has sought such statements	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	US
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	AC+3 yr AC=Termination of counseling
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of Pay	AC+3 yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL-EMPLOYEE EARNINGS RECORDS	4 yr
PERSONNEL-EMPLOYEE INSURANCE RECORDS —District copy of selection records by employees of insurance offered by the District	US

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	AC+4 yr AC=Termination of employment, with a minimum of 4 years
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire +50 yr
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	AC+6 yr AC=final decision on the grievance
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	AC+1 yr AC=After hiring decision made
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+3 yr
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 yr
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released the district from liability	PM
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	2 yr
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	3 yr
PERSONNEL-PERFORMANCE APPRAISAL	2 yr
PERSONNEL-PERSI ENROLLMENT FILE	6 yr from filing date
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr
PERSONNEL-PERSI TERMINATION RECORD	6 yr
PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	2 yr
PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM
PERSONNEL-RESUME-UNSOLICITED	1 yr
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in an out, etc.	FE+3 yr
PERSONNEL-TIME CARD AND TIME SHEET	3 yr
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 yr

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing or continued education	AC+3 yr AC=Termination of employment
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	3 yr
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+3 yr
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 yr AC=expiration of policy
PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with District	PM
PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 yr
PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	FE+3 yr 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.
RECORDS MANAGEMENT —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM
SAFETY-ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM
SAFETY-EVACUATION PLANS	PM
SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3 yr AC=deficiency corrected
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —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).	PM
SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	3 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+3 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr
STUDENTS—EDUCATION RECORDS —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	PM

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
STUDENTS —SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	FE+5 yr
STUDENTS –MEDICAID RECORDS-claims, reimbursements, and supporting documentation	FE+5 yr
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr
VEHICLE-TITLE AND REGISTRATION	1 yr
VOLUNTEER RECORDS —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	AC+3 yr AC=End of term of volunteer or intern
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM

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.

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 being disposed.

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds
 I.C. § 33-407 Return of canvass of elections
 I.C. § 33-508 Duties of Clerk
 SDE Administrator's Handbook 1.43
 Federal Regulation
 Idaho Records Management Guide, November, 2004

Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8610

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, because the district self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquires, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Policy History

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

NONINSTRUCTIONAL OPERATIONS

8700

Computer Software

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9000

Goals

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9100

Acquisition, Use and Disposal of School Property

Acquisition of Property

Real Property - Within one (1) year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property – The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Conveyance of Property

Less than \$500 – For property that has an estimated value of less than five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000 - For property that has an estimated value of less than one thousand dollars (\$1,000), the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$1,000) or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402. Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in the District until full payment is received.

West Bonner County School District

SCHOOL FACILITIES

9200

Contractor License, Surety Bonds and Insurance

No contract shall be let to any contractor who is not licensed as required by the laws of this state. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than eighty five percent (85%) of the contract amount for the sole protection of the District; and
2. Payment bond in an amount less than eighty five percent (85%) of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his subcontractors in the prosecution of the work performed under the contract.

Legal Reference: I.C. § 54-1902 Unlawful to engage in public works contracting without license

I.C. § 54-1925 et seq. Public contracts Bond Act

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9300

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the principals, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference: 8520	Inspection of School Facilities
9400	Safety Program
9500	Security

Legal Reference: I.C. § 33-701	Fiscal year – Payment and accounting of funds
I.C. § 33-1613	Safe public school facilities required

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9400

Safety Program

The Board acknowledges the importance of safety for students, staff and others having business with the District. In addition, programs that advocate safety education, accident prevention and proper supervision and OSHA Regulations are important as protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the District Safety Committee to develop an Exposure Control Plan to eliminate or minimize work related exposure to bloodborn pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Cross Reference: 8520 Inspection of School Facilities
 9300 Operation and Maintenance of School Facilities

Legal Reference: I.C. § 33-512 Governance of schools
 29 CFR 1910.1030 The Bloodborne Pathogens Standard

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9500

Security

Security means not only maintenance of buildings, but also protection from fire hazards, faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of District Facilities

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9550

Trespass on School District Properties

The buildings and grounds owned by the district are to be used only for educational purposes or other public purposes as approved by the board or its authorized representatives.

Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students, or who loiters may be removed. Such persons will be prosecuted to the full extent of the law.

All school visitors must report immediately to the school's administrative office prior to proceeding to any classroom or activity.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent unauthorized persons from entering district grounds or buildings.

Legal Reference: Idaho Code Section 33-512(11)

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9600

Facilities Operations

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities director. The facilities director shall manage the operation of the facilities through the maintenance personnel, building managers and the head custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

SCHOOL FACILITIES

9700

District-Wide Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

9705

Hazard Mitigation – Chemistry Lab Disposal

The District Board of Trustees has a priority to keep the students and staff of the District safe. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in chemicals and other substances used in schools such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses and equipment, and the maintaining of school grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students and ensure that no experiment will be dangerous if safe procedures are followed throughout and to ensure that proper precautions are taken to avoid contaminating the environment.

Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share the responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal. Waste should be stored in closed containers except when additional waste is being added. Each school science department should maintain a central, secure waste storage area.

Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. Teachers should make disposal options part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate disposal, including disposing of the substance in a disposal container or down the drain.

Policy History:

Adopted on: March 12, 2008

Revised on:

West Bonner County School District

PERSONNEL

9805

Memorials on School Grounds

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a modest size, permanent stone or plaque indicating the name and relevant information of the person to be memorialized. Other types of memorials may be considered for approval by the Board, using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Placement of any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions to a general scholarship funds established by the District may be made. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, district or community. Items received become the property of the District and will be used for the purpose for which they were donated.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events. The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled

classroom or school activities, or the celebration of student accomplishments may, with prior Board or designee approval, be authorized.

Policy History:

Adopted on: March 12, 2008

Revised on: