

Blackfoot School District No. 55 will develop an annual plan that is part of a continuous focus on improving student performance through continuous process improvement and the analysis of data to assess and prioritize needs and measure outcomes. The board and the superintendent will collaborate on the plan and engage students, parents, educators, and the community as appropriate. **All plans and any amendments thereto will be approved by the board.** The annual continuous improvement plan must be reviewed and updated annually no later than October 1 each year.

CONTINUOUS IMPROVEMENT PLAN REQUIREMENTS

The annual continuous improvement plan will:

1. Be data driven, specifically in student outcomes, and include, but not be limited to, analyses of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance;
5. Include, at a minimum, the statewide student readiness and student improvement metrics; and
6. Include a report of progress toward the previous year's improvement goals.

The board will continuously monitor progress toward the goals by utilizing relevant data to measure growth. The progress will be included in the superintendent's evaluation.

ANNUAL LITERACY INTERVENTION PLAN

In addition to the district's continuous improvement plan, the district will develop a literacy intervention plan. The district's plan will include, at a minimum:

1. The projected literacy plan budget for the current school year;
2. The metrics chosen by the district to determine the effectiveness of the literacy plan and annual performance benchmarks; and
3. The performance on metrics chosen to show program effectiveness for, at a minimum, the previous academic year.

The district will annually report on the effectiveness of its literacy intervention plan by October 1 of each year.

COLLEGE AND CAREER ADVISING AND MENTORING PLANS

The district will also develop a college and career advising and mentoring plan for submission to the state board of education (SBE) by October 1 of each year. The plan will include the minimum effectiveness metrics as established by the SBE and at least one (1) or more additional metrics chosen by the board of trustees to determine effectiveness of the college and career advising and mentoring plan, baseline data and annual benchmarks. The minimum effectiveness metrics will include:

1. The percent of learning plans reviewed annually by grade level, in grades 9-12;
2. The number and percent of students who go on to some form of postsecondary education one and two years after graduation; and
3. The number of students graduating high school with a career technical certificate or an associate degree.

The performance on all effectiveness metrics will be reported annually in the district’s continuous improvement plan annual report.

NOTICE

The continuous improvement plan will be made available to the public and posted on the school district website.

TRAINING

This district ~~will~~ may seek reimbursement for actual expenditures related to training delivered by state-approved trainers from the Idaho State Department of Education (SDE) to the extent money is appropriated. To be eligible for reimbursement, the training will cover one (1) or more the follow subjects:

1. Continuous process improvement, use and analysis of data, and methods for setting measurable targets based on student outcomes;
2. School finance;
3. Administrator evaluations including, but not limited to, specifics on the Idaho state evaluation requirements and framework;
4. Ethics or governance.

Training records will be kept by the district for reimbursement purposes as prescribed by the superintendent of public instruction.

Training sessions for which reimbursement is sought will include a majority of the board and the superintendent. All training will include students, parents, educators, and the community as applicable to the training subject and format. The training facilitator will be physically present or have the ability to interact directly with all training participants. Time will be included to give participants the opportunity to discuss issues specific to the district.



LEGAL REFERENCE:

Idaho Code §33-320 – Continuous Improvement Plans and Training
IDAPA 08.02.01.801 – Strategic Planning and Training

ADOPTED:

AMENDED:

An executive session at which members of the public are excluded may be held upon a two-thirds (2/3) individual vote of the board. If the board has vacancies such that fewer than two-thirds (2/3) of board members have been seated, then the board may enter into executive session on a simple roll call majority vote. The motion to go into executive session must identify the specific subsection(s) of Idaho Code §74-206 that authorize the executive session. The individual vote will be recorded in the meeting minutes.

DEFINITIONS

“Executive session” means any meeting or part of a meeting of a governing body that is closed to any persons for deliberation on certain matters.

“Twenty-four (24) hour notice” means when the period is stated in hours:

1. Begin counting immediately on the occurrence of the event that triggers the period;
2. Count every hour, including hours during intermediate Saturdays, Sundays, and legal holidays; and
3. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.

For example, if a special meeting is announced on Friday at 5 p.m. then the special meeting may not be held until Monday at 5 p.m.

"Deliberation" means 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.

NOTICE AND AGENDA

Notice of an executive session will be given according to the meeting and agenda notice provisions of a regular or special meeting. The agenda may be amended in the same manner as open meeting agenda items.

If an executive session only will be held by the board, a twenty-four (24) hour meeting and agenda notice will be given according to the special meeting notice provisions (*see Policy No. 268, Special Meetings of the Board*). Such notice will state the reason and specific subsection(s) of Idaho Code §74-206 that authorize the executive session.

Any other provision of law notwithstanding, including any other provisions to the contrary in Idaho Code §§33-402 and 74-204, the board shall post notice of all labor negotiation sessions at the earliest possible time practicable. This shall be accomplished by immediately posting notice

of the negotiation session on the front page of its official website. If time permits, the board shall also post notice within twenty-four (24) hours at its regular meeting physical posting locations.

MATTERS ADDRESSED IN EXECUTIVE SESSION

The board may hold an executive session for the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need (this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general).
2. To consider the evaluation, dismissal, or disciplining of; or to hear complaints or charges brought against a public officer, employee, staff member, individual agent, or public school student.
3. To acquire an interest in real property that is not owned by the school district.
4. To consider records that are exempt from disclosure as provided by the Public Records Law, Chapter 1, Title 74, Idaho Code.
5. To communicate with legal counsel for the district to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.
6. To engage in communications with a representative of the district’s risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the district’s risk manager or insurance provider at an executive session does not satisfy this requirement.
7. To consider labor contract matters authorized under Idaho Code §74-206A(1)(a) and (b). Such matters include the deliberation of labor contract offers or formulation of a counteroffer; or receiving information about a specific employee, when the information has a direct bearing on the issues being negotiated and a reasonable person would conclude that the release of that information would violate that employee’s right to privacy.

The consideration of probationary status for a renewable contract employee is consideration of the status of any employee within the meaning of Idaho Code §74-206 and may be held in executive session.

~~Notwithstanding the provisions of Idaho Code §§74-205 and 74-206, a decision to place a Category 3 contract employee on probationary status may be made in executive session and the employee shall not be named in the minutes of the meeting.~~

PROHIBITION AGAINST DISCUSSING UNIDENTIFIED SUBJECTS

The board is prohibited from changing the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not authorized.

FINAL DECISIONS

No final action or final decision may be made in an executive session, with the following exceptions: (1) ~~except~~ a decision to place a Category 3 contract employee on probationary status as provided in Idaho Code §33-514(2)(c); (2) a decision to expel or deny enrollment of a student as provided in Idaho Code §33-205(2); and (3) a finding by the board that the immediate return to school attendance by a student who has been temporarily suspended would be detrimental to the health, welfare or safety of other students, as provided in Idaho Code §33-205(3).

MINUTES OF EXECUTIVE SESSION

The board will record written minutes of all executive session meetings. The minutes must specify the specific subsection of Idaho Code §74-206 authorizing the executive session and will also provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session.

If a decision is made in executive session to place a Category 3 contract employee on probationary status or if consideration of the status of a renewable contract employee results in the decision to place the employee on probationary status, the individual will not be named in the minutes of the meeting. In addition, any student who is expelled or denied enrollment shall not be named in the minutes although a record of such decision shall be maintained in the official records of the board.

Executive session minutes may be recorded in the body of the written minutes of the open session and are a public record.



LEGAL REFERENCE:

Idaho Code Sections

33-205 – Denial of School Attendance

33-514 – Issuance of Annual Contracts – Support Programs – Categories of Contracts –
Optional Placement}

33-515 – Issuance of Renewable Contracts}

74-201, *et seq.* – Open Meetings Law}

~~I.R.C.P. Rule 6(a)~~

~~F.R.C.P. Rule 6(a)(2)~~

State of Idaho v. Rick Yzaguirre et al., 163 P.3d 1183 (Idaho 2007)

ADOPTED:

AMENDED:

Idaho Code § 74-103 and District Policy No. 276 provide the public with the opportunity to review or copy public documents. In order to best serve the public and expeditiously process a request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. All applicable fees may be required prior to receipt of record(s). The request for public records will be acknowledged and granted or denied within three (3) business days. If additional time is needed to locate or retrieve the public records, they will be provided within ten (10) business days. ~~Business days are Monday—Friday, 8:00 a.m. to 4:30 p.m., following the School District calendar.~~ All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records provided pursuant to a public record request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code, Title 74, Chapter 1 and District Policy No. 276. Additional records may present a more accurate representation of a given situation.

PLEASE TYPE OR PRINT LEGIBLY

Date: _____

Name: _____
First Name Last Name

Company (if applicable): _____

Address: _____
Street City State Zip

Telephone: (_____) - _____ Facsimile: (_____) - _____

Signature: _____ Email: _____

Public Records Request:

Legal Department Review:	
_____	_____
[Name]	Date
_____	_____
[Name]	Date
_____	_____
[Name]	Date

Staff Use Only:	
Request Completed By: _____	
Completion Date: _____	
Requestor Contacted: _____	
Notification By: _____	
<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Request Picked Up By: _____	
Date Request Picked Up: _____	

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#Labor Hrs/Rate (after first 2 hours)	_____ x \$ _____ = \$ _____
TOTAL COST = \$	_____

Grievances by employees, students or other persons alleging illegal discrimination by this district, its employees, other students, or third parties 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 complaints received by this district by telephone or verbally 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.

For complaints relating to the district's child nutrition program, the district will forward the complaint to the Idaho State Department of Education, Child Nutrition Programs Director, P.O. Box 83720, Boise, Idaho 83720-0027, within three (3) working days. Complaint forms are available through the district's Personnel Office, or on the Idaho State Department of Education website (at <http://www.sde.idaho.gov/cnp/files/resource-center/civil/forms/Sample-Complaint-Form-English.pdf>).

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. The investigator will allow both parties an opportunity to present written statements of witnesses and/or other evidence.

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 (2) 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 and to prevent the recurrence of 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:

1. Idaho Human Rights Commission, 317 W Main Street, Boise, Idaho 83720.
2. Office for Civil Rights, U.S. Department of Education, 810 3rd Avenue, Suite 750, Seattle, WA 98104.
3. U.S. Department of Justice, Washington, D.C. 20530.

~~Employment complaints may be filed with the~~4. Equal Employment Opportunity Commission, 909 1st Avenue #400, Seattle, Washington 98104 (for employment related complaints).

5. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or email to: program.intake@usda.gov (for complaints related to child nutrition programs).

NO RETALIATORY ACTION

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

RETENTION OF RECORDS

The district will develop a system for tracking all civil rights complaints. Complaint logs will be maintained at the district office and other locations as may be required by federal or state law. All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years plus the current year.

SCHOOL DISTRICT ACTIONS

All employees, students, and third parties of the district will be responsible for acting in accordance with this policy.

TRAINING

All district employees will receive annual training on civil rights complaint procedures in accordance with applicable federal law and regulations for the programs in which they work. For example, all food and nutrition staff, including “frontline staff” such as supervisors, administrators and other staff involved in the implementation and monitoring of child nutrition programs will receive training in accordance with applicable USDA regulations.

**LEGAL REFERENCE:**

Title VII of the Civil Rights Act of 1965

42 USC ~~§Section-2000e~~; *et seq.*

Title VI of the Civil Rights Act of 1964

42 USC ~~§Section-2000d~~; *et seq.*

Section 1981 of the Civil Rights Act of 1866

42 USC ~~§Section-1981~~

Section 1983 of the Civil Rights Act of 1871

42 USC ~~§Section-1983~~

The Equal Pay Act 1963

29 USC ~~§Section-206d~~

Title IX of the Education Amendments of 1972

20 USC ~~§Section-1681~~

Age Discrimination and Employment Act of 1967

29 USC ~~§Section-621~~; *et seq.*

Americans with Disabilities Act of 1990

42 USC ~~§Section-12101~~; *et seq.*

Section 504 of the Rehabilitation Act 1973

29 USC ~~§Section-794~~

USDA Child Nutrition Program Civil Rights

42 USC §1751 *et seq.*

ADOPTED:**AMENDED:**

**Language in text set forth in italics is optional.*

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Contractor” means an agency, company/business, or individual that has signed a contract or agreement to provide services for the district.

“Employee” means those individuals hired by the district and paid a salary or wages from which federal and state income taxes are withheld.

“Substitute Teachers” any individual who temporarily replaces a certificated classroom educator and is paid a substituted teacher wage for one (1) day or more during a school year.

“Unsupervised contact” means direct contact or interaction with students not under the direct supervision of a district employee. This includes contact or interaction with students in scheduled school activities that occur outside of the school or outside of normal school hours.

EMPLOYEES

All certificated and non-certificated employees **working in this district**, including substitute staff and individuals involved in student training such as practicums and internships, hired after July 1, 2008, ~~shall~~ **are required to** undergo a criminal history check as required by Idaho Code §§ 33-130 and 33-512(15). **Such employees and individuals, including those involved in student training, will be responsible for the cost of the criminal history check.**

Employees are required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than five (5) days after the employees’ first day of employment with the school district or unsupervised contact with students in a K-12 setting, whichever is sooner.

~~The employee or individual involved in student training will be responsible for the cost of the criminal history check.~~

A record of all background checks will be maintained by the Idaho State Department of Education in a data bank for all employees of this district, with a copy going to the district, when requested at the time of the application or within six (6) months following the performance of the criminal history check. A copy will also be provided to the employee if so requested. If the criminal history check shows that the employee has been convicted of a felony crime enumerated in Idaho Code §33-1208, the district will review such results to determine whether the employee shall be terminated, dismissed or subject to other personnel action of the district. The district retains the right to evaluate whether an individual convicted of one of the crimes so enumerated, and having been incarcerated for that crime, shall be hired.

In accordance with Idaho Code §33-512(15), the district will not hire individuals, and will terminate or dismiss employees who plead guilty to or have been convicted of any of the following felony offenses against a child described in Idaho Code §33-1208(2) (whether under federal, Idaho or other state law) ~~against a child~~, notwithstanding the form of the judgment or withheld judgment.:

1. ~~The aggravated assault of a child, or the assault with intent to commit a serious felony against a child;~~
2. ~~The aggravated battery of a child, or the battery with intent to commit a serious felony against a child;~~
3. ~~The injury or death of a child;~~
4. ~~The sexual abuse of a child under sixteen (16) years of age;~~
5. ~~The ritualized abuse of a child under eighteen (18) years of age;~~
6. ~~The sexual exploitation of a child;~~
7. ~~Lewd conduct with a child under the age of sixteen (16);~~
8. ~~Sexual battery of a minor child sixteen (16) or seventeen (17) years of age;~~
9. ~~The sale or barter of a child for adoption or other purposes;~~
10. ~~The murder of a child, or the voluntary manslaughter of a child;~~
11. ~~The kidnapping of a child;~~
12. ~~The importation or exportation of a juvenile for immoral purposes;~~
13. ~~The abduction of a person under eighteen (18) years of age for prostitution;~~
14. ~~The rape of a child.~~

SUBSTITUTE TEACHERS

A substitute teacher employed by this district will not be required to undergo additional criminal history checks if he or she has obtained a criminal history check within the previous five (5) years, related to employment for another school district. If this district elects to require another criminal history check within the five (5) year period, it will pay the cost or reimburse the teacher for such cost.

VOLUNTEERS AND CONTRACTORS

All volunteers will be required to submit proof of identification, alias names, and other necessary identifying information, when applying to act as a volunteer. All contractors will be required to provide a list of all employees of the contractor, and proof of identification of those individuals, who are reasonably anticipated to be on the school premises for the purpose of carrying out the terms of the contract. Contractors and subcontractors, and their employees, will be required to submit proof of identification, alias names, and other necessary identifying information.

Unsupervised Contact with Students. All individuals who have unsupervised contact with students, including parent and community volunteers, contractors and subcontractors as well as their employees, will be required to undergo a criminal history background check. The individual is required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than (5) days after the individual's first unsupervised contact with students in a K-12 setting. *The district will pay for criminal history checks of volunteers; contractors and subcontractors will be required to pay for their criminal history checks.*

Irregular Contact with Students. *The superintendent or designee will cross-check the names of all other individuals who have irregular contact with students, including volunteers, contractors, and subcontractors, with the State of Idaho sex offender registry no later than five (5) days following the first day that the individual is present in a K-12 setting for purposes of volunteering or fulfilling a contract. The individual will be required to provide proof of identification, alias names, and any other identifying information deemed necessary to complete the cross-check. If determined necessary by the superintendent or designee to ensure a safe environment for all students, any such individual may be required to undergo a criminal history check. The district will pay for criminal history checks of volunteers; contractors and subcontractors will be required to pay for their criminal history checks.*

The State of Idaho sex offender registry will be reviewed at least annually thereafter for volunteers or contractors who continue to be present on the school premises. Those individuals who are on the sexual offender registry will not be allowed to volunteer and/or work as contractors, or employees of a contractor, for the district.



LEGAL REFERENCE:

Idaho Code Sections

- 33-130 (Criminal History Checks for School District Employees)
- 33-512(15)-~~et seq.~~-(Governance of Schools)
- 33-1201 *et seq.* (Teachers)
- 18-901 *et seq.* (Assault and Battery)
- 18-501 *et seq.* (Children and Vulnerable Adults)
- 18-4001 *et seq.* (Homicide)
- 18-4502 (First Degree Kidnapping)

18-5601 *et seq.* (Prostitution)

18-6101 *et seq.* (Rape)

18-8301 *et seq.* (Sexual Offender Registration Notification and Community Right-to-Know Act)

18-8401 *et seq.* (Juvenile Sex Offender Registration Notification and Community Right-to-Know Act)

IDAPA 08.02.02.75 (Fingerprinting and Background Investigation Checks)

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Public employees are held to a high standard and are expected to avoid any conflict of interest, especially when public funds are at issue. Conflicts of interest generally require employees and officers to disqualify themselves from participating in a decision when a financial or personal interest is present. Accordingly, it is the policy of this district that none of its employees or officers shall engage in any activities that place them in a conflict of interest between their official activities and any other interest or obligation.

Idaho law prohibits local public officials, including public school district employees, from taking any official action or making any decision or recommendation which would be to the private financial benefit of the person or member of the person's household, or to the benefit of a business with which the person is associated, unless the private financial benefit arises out of (i) an interest or membership in a particular business, industry, occupation or class required by law as a prerequisite to the holding of the person's position; (ii) any action in the person's official capacity which would affect to the same degree a class consisting of an industry or occupation group in which the person, or member of the person's household or business with which the person is associated, is a member; or (iii) any interest which a person has by virtue of his profession, trade or occupation where his or her interest would be affected to the same degree as that of a substantial group or class of others similarly engaged. For purposes of this policy, "member of a person's household" means the spouse and dependent children of the person and/or persons whom the public employee is legally obligated to support.

PURCHASING AND CONTRACTS

No employee or ~~his/her relative~~ member of the employee's household, will make any purchase or incur any obligations for or on behalf of the district from any private business or venture in which or with which the employee or relative has a direct or indirect financial or ownership interest except as allowed by law.

DEFINITIONS

~~For the purposes of this policy the following definitions apply:~~

~~"Disaster" is an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism.~~

~~"Employee" includes any individual employed directly by the school district or employed on a consultative basis.~~

~~"Relative" is any person related to an employee by blood or marriage within the second degree.~~

GENERAL PROVISIONS

The board may accept and award district contracts in which an employee, or his or her spouse or relative, has a direct or indirect interest if the requirements of Idaho Code §18-1361 are satisfied, which generally requires that less than three (3) suppliers of a good or service exist within a fifteen (15) mile radius of the district and the purchase is either (i) necessary to respond to a disaster or (ii) the contract is competitively bid, the employee did not assist in the preparation of the bid specifications, the employee makes full written disclosure to the board of his/her interest, and no public bidding laws were violated.

- ~~1. Less than three (3) suppliers of a good or service exist within a fifteen (15) mile radius of where the good or service is to be provided and the contract is necessary to respond to a disaster; or~~
- ~~2. Less than three (3) suppliers of a good or service exist within a fifteen (15) mile radius of where the good or service is to be provided and the following procedures are strictly observed:~~
 - ~~a. The contract is competitively bid and the employee, or his or her spouse or relative, submits the low bid;~~
 - ~~b. Neither the employee nor his or her spouse or relative takes part in the preparation of the contract or bid specifications, and the employee takes no part in voting on or approving the contract or bid specification;~~
 - ~~c. The employee makes full disclosure, in writing, to all members of the board of his or her interest, or the interest of his or her spouse or relative, and sets forth his or her intention, or the intention of his or her spouse or relative, to bid on the contract; and~~
 - ~~d. Neither the employee nor his or her spouse or relative has violated any provisions of Idaho law pertaining to competitive bidding or improper solicitation of business.~~

In addition to the provisions of this policy, any purchase of property and services with funds from a Federal award shall follow the provisions set forth in *Policy 850 and the District's Policies and Procedures Manual for the Administration of Federal Education Programs* ("Federal Programs Manual.")

GIFTS

No employee will accept any gifts, prizes, awards, or merchandise, or commission as a result of ordering any items with a vendor on behalf of the district. This prohibition does not include trivial benefits not to exceed a value of fifty dollars (\$50) incidental to personal, professional or business contacts and involves no substantial risk of undermining official impartiality.

An employee may accept an award of five hundred dollars (\$500) or less given to the employee by a nonprofit organization whose membership is limited to public servants as part of a public servant recognition program that is designed to recognize innovation and achievement in the workplace, provided that the organization awarding the funds discloses in advance on its website the nature of the program, the amount of the award, the names of any persons or entities that contributed to the award and the recipient of the award.

~~In addition to the provisions of this policy, any purchase of property and services with funds from a Federal award shall follow the provisions set forth in Policy 850 and the District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual."~~

CONFLICTING RELATIONSHIPS

The board recognizes that conflicts of interests and concerns regarding relationships in which a power differential exists may arise under other circumstances as well. It is in the interest of the district that the board provide clear direction regarding the professional risks associated with either familial relationships or romantic/sexual relationships where a definite power differential exists between the parties.

Conflicts of interest may arise in connection with familial relationships or romantic/sexual relationships between supervisors and subordinates. General ethical principles preclude individuals from evaluating the work of others with whom they have familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making.

In a romantic and/or sexual relationship involving power differential, the potential for serious consequences also exists. Individuals entering into such relationships must recognize that:

- 1. Reasons for entering into such a relationship may be a function of the power differential;*
- 2. Even in a seemingly consensual relationship where power differentials exist, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.*
- 3. Such a relationship may affect the educational or employment environment for others by creating an appearance of improper, unprofessional or discriminatory conduct and may provide grounds for complaint by third parties when the relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems.*

For the above reasons, the district discourages employees from entering into romantic and/or sexual relationships with other district employees, particularly where a power differential exists. Because of the potential for conflict of interest, exploitation, favoritism, and bias, where familial

relationships or romantic and/or sexual relationships exist between supervisors and subordinates, the persons involved in those relationships shall adhere to the following rules:

- 1. If a supervisor and an employee who is in the direct line of authority of the supervisor become related or become involved in a romantic/sexual relationship, both employees shall have the obligation to notify the Human Resources Director, or the Superintendent, if it is the Human Resources Director who is involved in such relationship, within ten (10) working days after the supervisor and employee become related or involved in a romantic/sexual relationship. If the Superintendent is involved in the familial or romantic/sexual relationship, the Board Chairman shall be notified of such relationship as provided in this section.*
- 2. A person serving in a supervisory position may not participate in decisions regarding hiring, placement, evaluation, salary, promotion, or other personal interest for a relative employed by the district or a person with whom the supervisor is involved in a romantic/sexual relationship, even when the supervisor is not in the direct line of authority. In the event such a relationship exists, the Superintendent or his/her designee (or the board if the Superintendent is the supervisor involved in the relationship) shall assign an alternate supervisor. Other options available to alleviate actual or potential conflicts include transferring one or both employees to other available positions in the district (assuming all necessary qualifications for such position are satisfied) or allowing one or both employees the option to resign.*
- 3. Where such a relationship exists, the person in the position of greater power will bear the primary burden of accountability, and must ensure that he or she does not exercise any supervisory or evaluative function over the other person in the relationship.*

If a violation of this policy is found, including failure to disclose facts regarding the existence of such relationship, the board may take whatever action appears appropriate according to the circumstances, up to and including termination.

Nothing in this policy shall be construed to prohibit any employee from teaching, grading, disciplining or otherwise performing his or her duties with respect to his or her own child who attends the school in which the employee works. This policy shall not be construed to prohibit the employment of relatives of employees in the district or at the same work location so long as neither employee is directly or indirectly supervised by the other, or has any authority for making recommendations or decisions relating to salary, discipline or termination.

Unwelcome behavior, including retaliation, may be a violation of the district's Bullying, Intimidation and Harassment Policy (Policy 423) and the Code of Ethics (Policies 442 – Certified Staff and 470.20 – Classified Staff).



LEGAL REFERENCE:

Idaho Code Sections

18-1351, *et seq.* – Bribery and Corrupt Influence Act

~~46-1002 – State Disaster Preparedness Act – Definitions~~

74-401, *et seq.* – Ethics in Government Act

ADOPTED:

AMENDED:

It is the policy of _____ School District No. _____ that all certificated employees adhere to the Code of Ethics for Idaho Professional Educators, as adopted by the Idaho State Board of Education (SBOE), effective March 20, 2004, and any amendments thereto.

DEFINITIONS

The following definitions are for use with the Code of Ethics for Idaho Professional Educators.

1. Administrative Complaint. A document ~~issued by the Idaho State Department of Education (SDE)~~ outlining the specific, purported violations of Idaho Code §33-1208, or the Code of Ethics for Idaho Professional Educators.
2. Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code.
3. ~~Certificate. A document issued by the SDE under the authority of the SBOE 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).~~
- 4.3. Certificate Denial. The refusal of the state to grant a certificate for an initial or reinstatement application.
4. Certificate Suspension. A time-certain invalidation of any Idaho certificate.
5. Conditioned Certificate. Stated certificate conditions as determined by ~~a stipulated agreement or a due process hearing panel as set forth in Idaho Code §33-1209~~ the Professional Standards Commission (Idaho Code §33-1209(02)).
6. ~~Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, or placement of reasonable conditions on a certificate, or issuance of a letter of reprimand (Idaho Code §33-1209(1)). The SDE may initiate a complaint.~~
7. ~~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)).~~
8. ~~Contract. Any signed agreement between the school district and a certificated educator pursuant to Idaho Code §33-513(1).~~

- ~~9. 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.~~
6. Educator. A person who ~~held,~~ holds or applies for an Idaho certificate (Idaho Code §§33-1001(16) and 33-1201).
- ~~10.~~
- ~~11.7.~~ 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).
- ~~12.8.~~ Executive 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-alleged~~ 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~~ recommend possible disciplinary action.
- ~~13.9.~~ 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.
- ~~14.10.~~ Hearing Panel. A minimum of three (3) 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.
- ~~15.11.~~ 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 ~~SDE~~ Professional Standards Commission.
- ~~16.12.~~ Minor. ~~Any individual who is under eighteen (18) years of age.~~
17. ~~Not Sufficient Grounds~~ No Probable Cause. A determination by the Executive Committee that there is not ~~-sufficient~~ evidence to take action against an educator's certificate.
- ~~18.13.~~ 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.
14. Probable Cause. A determination by the Executive Committee that sufficient evidence exists to issue an administrative complaint.
- ~~19.15.~~ Reprimand. A written letter admonishing the certificate holder for ~~his/her~~ their conduct. ~~The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's certificate.~~

- ~~20.16.~~ 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.
- ~~21.17.~~ Revocation. The invalidation of any certificate held by the educator.
- ~~22.18.~~ 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.~~
- ~~23. Student.~~ ~~Any individual enrolled in any Idaho public or private school from preschool through grade twelve (12).~~
- ~~24. Sufficient Grounds.~~ ~~A determination by the Executive Committee that sufficient evidence exists to issue an administrative complaint.~~

CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

Preamble:

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.

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.
- 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 goals and potential as an effective citizen.
- 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 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 encouraged.
- 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 the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.
- 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 colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

Principle I—Professional Conduct:

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 set forth in Idaho Code §33-1208.

Principle II—Educator/Student Relationship:

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;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, virtual, or physical) with a student, regardless of age;
- f. Soliciting or encouraging any form of personal relationship with a student that a reasonable educator would view as undermining the professional boundaries necessary to sustain an effective educator-student relationship.
- f.g. Using inappropriate language, including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);

- ~~g~~.h. Taking or possessing inappropriate images (digital, photographic, or video) of students of a harassing, confidential or sexual nature;
- ~~h~~.i. Inappropriate contact with any minor or any student regardless of age using electronic media;
- ~~i~~.j. Furnishing alcohol or illegal or unauthorized drugs to any student, or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency;
- ~~j~~.k. Conduct that is detrimental to the health and welfare of students; and
- ~~k~~.l. Deliberately falsifying information presented to students.

Principle III—Alcohol and Drugs Use or Possession:

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;
- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and
- e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances.

Principle IV—Professional Integrity:

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;
- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;

- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
- d. Failure to notify the state at the time of application for licensure of past criminal convictions of any crime violating the statutes or rules governing teacher certification;
- 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.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry and/or investigation;
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues; and
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes or rules governing teacher certification.

Principle V—Funds and Property:

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. Misuse, or unauthorized use, of public or school-related funds or property;
- b. Failure to account for school funds collected from students, parents, or patrons, **or other donors from all sources, including online donation platforms;**
- c. Submitting fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Using of school property for private financial gain;
- f. Using of school computers to deliberately view or print pornography; and
- g. Deliberate use of poor budgeting or accounting practices.

Principle VI—Compensation:

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 solicitation of students and/or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
- b. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and
- d. Soliciting, accepting, or receiving a financial benefit greater than fifty dollars (\$50) as defined in Idaho Code §18-1359(b).
- e. Keeping for oneself donations, whether money or items, that were solicited or accepted for the benefit of a student, class, classroom or school.

Principle VII—Confidentiality:

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 or income, and assessment or testing results with inappropriate individuals or entities; and
- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

Principle VIII—Breach of Contract or Abandonment of Employment:

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:

- a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district ~~or agency~~;
- b. Willfully refusing to perform the services required by a contract; and

- 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.

Principle IX—Duty to Report:

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);
- b. Failure to comply with Idaho Code §16-1605 (reporting of child abuse, abandonment, or neglect);
- c. Failure to comply with Idaho Code §33-512B (suicidal tendencies and duty to warn); and
- d. 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.

Principle X—Professionalism:

A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes, but is not limited to:

- a. Any conduct that seriously impairs the certificate holder's ability to teach or perform his/her professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings;
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, state, or national education association elections;
- e. Willfully interfering with the free participation of colleagues in professional associations; and
- f. Taking or possessing inappropriate images (digital, photographic or video) of colleagues of a harassing, confidential or sexual nature.

VIOLATION OF THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

A violation of the Code of Ethics for Idaho Professional Educators is grounds to deny, suspend, revoke, or place reasonable conditions on one's teaching certificate. An allegation of ethical misconduct may be brought by the board of trustees or by any individual - other than a student of an Idaho public school - who has substantial interest in the matter.

The board of trustees will report to the chief officer of teacher certification the circumstances and the name of any educator who is dismissed, resigns, or is otherwise severed from employment for reasons that could constitute grounds for revocation, suspension, or denial of a certificate within ten (10) days of the date employment is severed.

Upon receipt of a written and signed allegation of unethical conduct, the Executive Committee of the Professional Standards Commission reviews the circumstances of the case and determines whether sufficient grounds exist to warrant filing an **administrative** complaint against the individual accused of misconduct. If sufficient grounds are determined to exist, the chief certification officer of the Professional Standards Commission files an **administrative formal** complaint against the accused. Upon request, a hearing will be held, and a recommendation will be made to the Professional Standards Commission. The final decision of the Professional Standards Commission **will be** subject to judicial review. Such hearings are held in compliance with Idaho Code §33-1209.

**LEGAL REFERENCE:**

Idaho Code Sections

33-513 – Professional Personnel

33-1208(1)(j) – Revocation, Suspension, Denial or Place Reasonable Conditions on Certificate – Grounds

33-1208A – Reporting Requirements and Immunity

33-1209 – Proceedings to Revoke, Suspend, Deny or Place Reasonable Conditions on a Certificate – Letters of Reprimand – Complaint – Subpoena Power – Hearing

IDAPA

08.02.02.076 – Code of Ethics for Idaho Professional Educators

08.02.02.077 – Definitions for Use with the Code of Ethics for Idaho Professional Educators

ADOPTED:**AMENDED:**

NOTE: The Code of Ethics for Idaho Professional Educators has been adopted by the Idaho State Board of Education (SBOE) and sets forth the minimum ethical responsibilities for educators. The district may supplement the Code of Ethics but may not, in any way, diminish the educator’s responsibilities under the Code of Ethics for Idaho Professional Educators.

School districts must be careful, if adding to the Code of Ethics for Idaho Professional Educators, to ensure that educators’ constitutional rights are not violated. School districts may wish to seek legal guidance before supplementing this Code of Ethics. While a school district’s supplemental ethical obligations may result in suspension, leave of absence, probation, or discharge from employment, only violations of the Code of Ethics for Idaho Professional Educators may result in revocation or suspension of an Idaho educator’s certificate, or a letter of reprimand.

Effective evaluation systems recognize, promote and help develop effective and successful educators. Therefore, Blackfoot School District No. 55 adopts this policy for certificated staff performance evaluations to ensure that all certificated personnel are evaluated fairly and consistently. Multiple measures are utilized in which the evaluation criteria and procedures for the evaluation of certificated personnel are research based. For pupil service staff, standards are aligned with the profession's national standards. For instructional staff, ~~and~~ standards are aligned to Charlotte Danielson Framework for Teaching Second Edition domains and components of instruction and are based on professional practice.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

~~“Certificated instructional employees staff,”~~ also referred to as teachers, are those employees who are ~~currently teaching in an Idaho K-12 classroom/school~~ either involved in the direct instruction of a student or group of students or who serve in a mentor or teacher leader position for individuals who hold an Idaho certificate issued under Idaho Code §33-1201, and hold a valid Idaho certificate.

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

“Measurable student achievement” means the measurement of student academic achievement or growth within a given interval of instruction for those students who have been enrolled in and attended eighty percent (80%) of the interval of instruction. Measures and targets shall be chosen at the ~~district level or~~ school level in collaboration with the staff member impacted by the measures and applicable district staff ~~and approved at the district level~~ by the school board. Measures and targets must also align with the performance measures and benchmarks in the continuous improvement plan approved by the school board. The most effective measures and targets are those generated as close to the actual work as possible. Targets may be based on grade- or department-level achievement or growth goals that create collaboration within groups. Individual measurable student achievement targets and the percentage of students meeting individual targets must be reported annually to the state. Assessment tools that may be used for measuring student achievement and growth include:

- (a) Idaho standards achievement test (ISAT), including interim ISAT assessments;
- (b) Student learning objectives;
- ~~(e)~~ ~~Formative assessments;~~
- ~~(d)~~(c) Teacher-constructed assessments of student growth;
- ~~(e)~~(d) Pre- and post-tests, including district-adopted tests;
- ~~(f)~~(e) Performance-based assessments;
- ~~(g)~~(f) Idaho reading indicator, which will be one of the required assessment tools for applicable staff;

- ~~(h)(g)~~ College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;
- ~~(i)(h)~~ Advanced placement exams ~~District-adopted assessment~~;
- ~~(j)~~ End-of-course exams;
- ~~(k)~~ Advanced placement exams; and
- (i) Career technical exams;
- (j) Number of business or industry certificates or credentials earned by students in an approved career technical education program;
- (k) Number of students completing career technical education capstone courses; and
- (l) Number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

~~“Pupil personnel service certificate holders/staff” are those individuals who serve as school counselors, school psychologists, speech language pathologists, school social workers, school nurses and school audiologists~~ means those who provide services to students, but are not involved in direct instruction of those students, and hold a pupil personnel services certificate.

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

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

“Student success indicators” means measurable indicators of student achievement or growth, other than academic, within a predefined interval of time for a specified group of students. Measures and targets shall be chose at the district or school level in collaboration with the pupil service staff member impacted by the measures and applicable district staff. Individual measurable student achievement targets and the percentage of students meeting each target must be reported annually to the state. Student success indicators include:

- (a) Quantifiable goals stated in a student’s 504 plan or individualized education plan.
- (b) Quantifiable goals stated in a student’s behavior improvement plan.
- (c) School- or district-identified measurable student objectives for a specified student group or population.
- (d) The percentage of students who create student learning plans in grade 8 or who annually update their student learning plans thereafter.
- (e) The percentage of students who satisfactorily complete one or more advanced opportunities options as specified in Idaho Code §33-4602, or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

[The following components are required for certificated personnel evaluations and must be included in district policy. The district may utilize the suggested language in italics (change to regular font if utilized) or develop and adopt its own, where appropriate (regular font is required language).]

PURPOSE OF EVALUATIONS

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

EVALUATOR

The Superintendent or designee will be responsible for evaluating certificated instructional staff and pupil personnel performance. All individuals responsible for evaluating certificated instructional staff and pupil personnel-service staff performance will shall have received training in conducting observations and evaluating evaluations effective teacher performance based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations. Such individuals will be required to demonstrate proficiency in conducting evaluations by passing an assessment approved by the Idaho State Department of Education (SDE) prior to September 1, 2018.

EVALUATION CRITERIA

The professional practice standards used in the evaluation model shall be aligned with minimum State standards and based on Charlotte Danielson Framework for Teaching Second Edition. Individual domain and component ratings shall be determined based on a combination of professional practice and student achievement and, at a minimum, will include:

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

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

MEASURES/SOURCES OF DATA

Professional Practice – Majority of the Evaluation Ratings

At least a majority of the evaluation rating in the evaluation for all certificated instructional employees will consist of evaluation results based on Professional Practice standards and will be aligned to the Charlotte Danielson Framework for Teaching Second Edition domains and components. The Professional Practice portion for instructional staff will also include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year. In situations where certificated personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable. **At least one (1) documented summative evaluation must include a rating for all components of the applicable professional standards used for evaluation of certified personnel.** At least one of the following measures will be included to inform the Professional Practice portion of all certificated instructional employee evaluations:

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

Student Achievement – Part of the Evaluation Ratings

Instructional staff evaluations will include “measurable student achievement,” as defined in this policy ~~{Section 33-1001, Idaho Code, Subsection 12}~~, as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators, as defined in this policy ~~{Section~~

~~33-1001, Idaho Code, Subsection 12],~~ as applicable to the position. This portion of the evaluation may be calculated using current and/or **the immediate** past year's² data and may use one (1) year or ~~multiple~~ both years' data. *Growth in student achievement will also be considered as an optional measure for all other school based and district based staff.*

EVALUATION PROCEDURES

Prior to the start of the school year, the certificated instructional employee will fill out a self-assessment and create a professional growth plan. The self-assessment and professional growth plan will be submitted to the evaluator prior to beginning of the year conference. At the beginning of the year conference, the evaluator will review and discuss the employee's self-assessment and professional growth plan, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and parent/guardian input. The evaluator will notify the employee of factors that will be utilized in measuring effectiveness.

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

At the end of the year, the evaluator and employee will review and discuss the employee's professional growth plan and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the employee's performance for the year and assign a final effectiveness rating.

No contract shall be issued for the next ensuing year until such time as the employee's formal written performance evaluation has been completed.

COMMUNICATION OF RESULTS

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

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

PERSONNEL ACTIONS

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

- 1. A letter of reprimand;*
- 2. Renewal of employment contract;*
- 3. A period of probation;*

4. *Reassignment;*
5. *Immediate discharge;*
6. *Renewal of the employment contract under a continued probationary status; and/or*
7. *Non-renewal of employment contract.*

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

Nothing in this policy shall be read to impact the district’s right to immediately, without an evaluation or period of probation, discipline an employee up to and including immediate discharge for reasons other than unsatisfactory performance.

PROBATION

The district is not required to establish a period of probation for Category 1 or Category 2 employees whose performance is unsatisfactory.

When any Category 3 employee’s work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the board.

For renewable contract employees, the board will establish a reasonable period of probation before determining that it will not renew a contract due to a report of unsatisfactory performance. The period of probation will not affect the employee’s renewable contract status.

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board’s decision will be placed in the employee’s personnel file.

Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee’s performance during the probationary period.

After the probationary period, action will be taken by the board as to 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 continued probationary status.

REMEDICATION

Employees placed on probation will receive remediation designed to provide direction and support for improved employee performance. Additionally, employees who are placed on probation may request and/or be assigned a peer mentor.

The evaluator will work with the employee to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from probation will depend on the successful achievement of the articulated goals.

During the probationary period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

APPEAL

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation. The employee may also request an informal review of the evaluation ~~and rebuttal statement~~ by the superintendent or designee.

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

MONITORING AND EVALUATION

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

PROFESSIONAL DEVELOPMENT AND TRAINING

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

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

FUNDING

Funding will be allotted *in the annual budget* for the ongoing training and professional development.

COLLECTING AND USING DATA

Aggregate data will be considered part of this district’s and its individual schools’ needs assessment in determining professional development offerings. The district will report the ~~rankings-ratings~~ of individual certificated personnel evaluations to the SDE annually for state and federal reporting purposes. ~~The SDE will ensure that the privacy of all certificated personnel is protected by not releasing statistical data of evaluation ratings in local school districts with fewer than five (5) teachers and by only reporting that information in the aggregate by local school district.~~

INDIVIDUALIZED TEACHER EVALUATION RATING SYSTEM

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

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



LEGAL REFERENCE:

Idaho Code Sections

74-106 *et seq.* – Records Exempt from Disclosure

~~33-513 – Professional Personnel~~

33-514 – Issuance of Annual Contracts

33-515 – Issuance of Renewable Contracts

33-518 – Employee Personnel Files

33-1001(12) – Definitions: ~~“Measurable Student Achievement”~~

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.026 – Administrator Certificate

08.02.02.027 – Pupil Personnel Services Certificate

08.02.02.120 – Local District Evaluation Policy – Teacher and Pupil Personnel

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

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Certificated personnel of Blackfoot School District No. 55 will be employed pursuant to a written contract, on a form approved by the state superintendent of public instruction. The employment contracts will state: (1) the length of time the contract is in force; (2) the total compensation of the contract period; and (3) the employee's full-time equivalent (FTE) status.

The district will *only* enter into employment contracts with individuals who hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract unless a waiver has been requested and received from the Idaho State Department of Education (SDE).

~~Contracts entered into with certificated employees during the 2012-13 school year will be governed by the Idaho laws that existed at the time those professional personal contracts were signed.~~

ANNUAL CONTRACTS

No contract ~~shall~~**will** be issued for the next ensuing year until such time as the employee's formal written performance evaluation has been completed. There are three (3) categories of annual contracts available to the district under which to employ certificated employees during their first three (3) years of employment in the district:

Category 1: A limited one-year contract for certificated personnel specifically offered for the duration of the ensuing school year to individuals hired after August 1 or the spouse of a board member who meets the criteria set forth in ~~Idaho Code §section-33-507(3), Idaho Code~~. Such a contract is specifically offered for the limited duration of the ensuing school year and no further notice is required by the district to terminate the contract at the conclusion of the contract year.

Category 2: A contract for certificated personnel in the first or second year of continuous employment with ~~the same~~**this** district. If the board decides not to reemploy the certificated employee for the following school year, the employee will be provided with a written statement of the reasons for non-reemployment no later than July 1. The employee is not entitled to a review by the board of the reasons or decision not to reemploy the individual.

Category 3: A contract for certificated personnel during the third year of continuous employment with ~~the same~~**this** district, **provided that any employee who has not completed non-traditional route program requirements while on a three (3) year interim certificate will be held at category 3 status, regardless of having been continuously employed by this district for more than three years, until such time as the non-traditional route program requirements have been met and a five (5) year renewable certificate has been issued.** Each certificated employee on a Category 3 contract will be given written notice on or before July 1 whether he or she will be reemployed for the following school year. If the employee will not be reemployed, the notice must contain a statement of reasons for the decision and, upon submitting a *written* request, the employee will

be given the opportunity for an informal review of the board's decision *as set forth in Policy No: 460, Informal Review Procedure for Certificated Employees.*

RENEWABLE CONTRACTS

Certificated employees, and school nurses, and school librarians who have obtained a professional endorsement under Idaho Code §33-1201A, who have been employed by this district for three (3) or more full years of continuous service will have the right to automatic contract renewal upon signing and timely returning a contract for a fourth full year. Any employee who has not successfully completed the three (3) year non-traditional route program while on a three (3) year interim certificate and has not yet been issued a five (5) year renewable certificate will not be placed on a renewable contract. Such employee will remain on a category 3 contract, even after serving three (3) continuous years of employment with this district.

Renewable contracts will be issued on or before July 1 of each year. At the discretion of the board, letters of intent for employment for the next ensuing school year may be issued to renewable contract status employees during May of each school year. A letter of intent will not state a specific duration of the contract or salary/benefits term for the next ensuing school year.

Any contract automatically renewed may be renewed for a shorter term, longer term, or the same length of term as stated in the current contract and at a greater, lesser, or equal salary as stated in the current contract. Any changes to a standard teacher contract will be uniformly applied to all employees to the extent allowable in Idaho Code ~~§Section 33-1004E, Idaho Code~~, unless the board enacts its reduction in force policy. Unless otherwise negotiated, standard teacher contract renewals for terms shorter in length than set forth in the existing contract will only occur after the board determines that the estimated salary-based apportionment reimbursement it will receive for the ensuing school year is less than the sum the district would otherwise be paying for salaries for certificated employees.

The board may offer a renewed contract increasing the salary of any certificated person or reassign an administrative employee to a nonadministrative position with appropriate reduction of salary. In the event of reassignment, the board will give written notice to the employee 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 the decision *as set forth in Policy No: 460, Informal Review Procedure for Certificated Employees.*

If the board, for reasons other than unsatisfactory service, for the following contract year, decides to (1) change the length of the terms stated in the current contract, or (2) reduce the salary of a certificated employee whose contract would otherwise be automatically renewed, an individualized due process proceeding is not required. The board will hold a single informal review for all impacted employees *as set forth in Policy No: 460, Informal Review Procedure for Certificated Employees.* Furthermore, the board will notify the employee in writing whether there is just and reasonable cause to *change the length of the terms stated in the current contract or reduce the salary of the affected employee, and if so, what reasons the board relied upon in making its decision.*

If the board takes action to (1) immediately discharge any certificated employee (annual or renewable contract) for any reason during the current contract period, or (2) does not renew any renewable contract employee at the end of the current contract period, the board will follow the discharge procedures as set forth in ~~Idaho Code §Section-33-513(5), Idaho Code~~, and *Policy No: 454, Discharge of Certificated Employees*. Furthermore, the board will notify the employee in writing whether there is just and reasonable cause not to renew the contract, and if so, what reasons the board relied upon in making its decision.

EMPLOYING INDIVIDUALS WITH RENEWABLE CONTRACT STATUS

The board reserves the right to hire a certificated employee who has been on a renewable contract with another Idaho school district, or who has out-of-state experience that would qualify the individual for renewable contract status in Idaho, by immediately granting renewable contract status to the individual or placing the individual on a Category 3 annual contract. If the employee is hired under a Category 3 contract, the board has the discretion to issue a Category 3 contract annually for one (1), two (2), or three (3) years.

DELIVERY AND RETURN

Delivery of a contract may be made in person, by certified mail, or electronically. When delivery is made in person, delivery of the contract must be acknowledged by a signed receipt. When delivery is made by certified mail or electronically, delivery must be acknowledged by the return of the certified mail receipt or return of the electronic receipt from the person to whom the contract was sent.

If the delivery of the contract is made electronically, with return electronic receipt, and the district has not received a return of a signed contract and has not received an electronic read receipt from the employee, the district will resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide the individual with a new date for contract return. In the event an individual willfully refuses to acknowledge receipt of the contract or the contract is not signed and returned to the board within the designated or default period of time, the board or its designee may declare the position vacant.

The employee must return the signed contract within the time period set by the board, but in no event less than ten (10) calendar days from the date of delivery. In the event the board does not notify an individual as to how long he or she has to sign and return the contract, the default time limit will be twenty-one (21) calendar days after the contract is delivered to the person.



LEGAL REFERENCE:

Idaho Code Sections

33-513 – Professional Personnel

~~33-513A—Professional Personnel Contracts for 2012-2013 School Year-~~

33-514 – Issuance of Annual Contracts – Support Programs – Categories of Contracts –
Optional Placement

33-514A – Issuance of Limited Contract – Category 1 Contract

33-515 – Issuance of Renewable Contracts

33-515A – Supplemental Contracts

33-522 – Financial Emergency

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

~~In this district, each teacher of students in kindergarten through grade eight (K-8), Title I, or special education, and each administrator for such a school, will have completed the “Idaho Comprehensive Literacy Course,” for recertification or shall have passed the Idaho Comprehensive Literacy Assessment. Completion of the course or passage of the Assessment is required for renewal of an Idaho professional education credential for anyone who holds a Standard Elementary or Standard Exceptional Certificate, regardless of their employment status at the time of such renewal.~~

The superintendent or designee will develop an in-service training plan for board approval to include course work covering reading skills development, including diagnostic tools to review and adjust instruction continuously, and the ability to identify students who need special help in reading. The district plan for in-service training in reading skills will be submitted to the Idaho Department of Education for review and approval, in a format specified by the department.

DEFINITIONS

~~For the purposes of this policy, the following definitions apply:~~

~~Teacher: Certificated personnel employed in a classroom, teaching students in kindergarten through grade eight (K-8), Title I, or special education.~~

~~Administrator: Certificated personnel employed in an administrative capacity, in any school which includes kindergarten through grade eight (K-8), Title I, or special education.~~



LEGAL REFERENCE:

Idaho Code ~~§Section~~-33-1207A

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

To prepare students and personnel to promptly and safely respond to fires or other disasters, the superintendent or designee will be responsible for developing an emergency plan that addresses the evacuation of all occupants from each of the district's school buildings.

DISTRICT EMERGENCY PLAN

The district's emergency plan will include the following:

- Procedures for reporting emergencies to the proper responding agencies.
- Procedures for notifying, relocating, or evacuating students, personnel, and other occupants of the building(s).
- Procedures for assisting persons who are unable to use the general means of egress unassisted.
- Procedures for accounting for building occupants after the evacuation has been completed.
- Identification and assignment of personnel and their duties during an emergency, including those responsible for rescue or providing emergency medical aid.
- Floor plans including the locations of portable fire extinguishers, other fire extinguishing equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and secondary evacuation routes for each classroom and other areas of occupancy; and locations of interior refuge.
- Site maps identifying the designated exterior assembly area for each evacuation route.

The district's emergency evacuation plan will be submitted to the local fire department for review and input. The superintendent or designee will review and update the emergency plan annually and when structural or occupancy modifications occur.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Employees will receive training in fire emergency and evacuation plan procedures and their duties as part of new employee orientation and at least annually thereafter. Records will be kept and made available to the fire code official upon request. Training will address the following:

- Employees will be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

- Employees will be familiarized with their assigned duties in the event of an alarm or emergency.
- Identification of evacuation routes, refuge areas (interior as well as exterior), and exterior assembly areas.
- Procedures for leading groups of students or assisting individual students to evacuate.
- The locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
- Emergency action(s) that may be required for potential emergency conditions.
- *Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.*

INSPECTION

Each school principal or designee has the general responsibility to daily inspect exit facilities to ensure that stairways, doors, and other exits are in proper working condition. Any condition likely to interfere with the safe egress should be corrected immediately. If not possible, then the condition should be reported at once to the proper authority. Particular attention should be given to:

- Keeping all doors unlocked for egress during school hours or when the building is occupied.
- Keeping doors that protect evacuation paths (e.g., doors on stairway enclosures) closed. Under no circumstances are they to be blocked open.
- Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice.
- Keeping outside exit doors free from any materials that would interfere with rapid escape from the building(s).

EMERGENCY EVACUATION/FIRE DRILLS

Each school building's principal or designee will implement, schedule, and carry out evacuation/fire drills in compliance with the emergency plan.

Evacuation/fire drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel, and visitors) from the building(s), or portions of the building(s) used for educational purposes. Identified special

needs of students and personnel will be considered, analyzed, and incorporated into the school's emergency plan. The drills must include suitable procedures to ensure that all people subject to the drill are able to participate. The drills may be postponed during episodes of severe weather.

Fire drills are to be conducted in a manner that requires that the procedures set forth in the emergency plan are followed. During the fire drill, the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.

Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

RECORDS

The results of the evacuation drills will be recorded and evaluated for continued improvement. The superintendent or designee will periodically provide the board of trustees with an evacuation/fire drill report.

Records including the time and date of each fire drill, the person conducting the drill, the time required to evacuate the building(s), and any other information thought to be pertinent to the drill are to be maintained on school premises. These records are to be made available to the fire department for review.



LEGAL REFERENCE:

Idaho Code Sections

33-512 – Governance of Schools

39-8001 *et seq.* – Idaho Uniform School Building Safety Act

IDAPA

08.02.03.160 – Safe Environment and Discipline

24.39.60 – Rules Governing Uniform School Building Safety

~~17.10.01 – Safety and Health Rules for Places of Public Employment~~

~~International Code Council, *International Fire Code* (2012), as adopted by the State of Idaho effective January 1, 2014.~~

ADOPTED:

AMENDED:

This district is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The district's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. It also includes the prohibition against willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin, and delivered by any means of communication.

PROHIBITIONS

Students attending district schools are prohibited from:

- 1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.*
- 2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.*
- 3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.*
- 4. Threatening by word, electronic means or act to use a firearm or other deadly or dangerous weapon to do violence to any person on school grounds or to disrupt the normal operations of the school district's operations by making a threat of violence.*
- 5. Knowingly possessing, altering or repairing a firearm or other deadly or dangerous weapon in the furtherance of carrying out a threat made by word, electronic means or act to do violence to any person on school grounds or to disrupt the normal operations of the school district.*

DEFINITIONS

“Possess” is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. *A student will be determined to possess a weapon when the item is found to be in any of the following locations:*

- 1. On a student's person;*
- 2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;*

3. *A vehicle parked in the school parking lot which the student drives and/or is transported in;*
4. *The student's locker; or*
5. *Any other school-related or school-sponsored event, regardless of location.*

“Deadly or dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length as defined in 18 U.S.C. Section 930. “Weapon” additionally includes a knife with a blade of any length.

“Firearm” shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921, and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns. Antique firearms are specifically excluded.

“On school grounds” means in or on property owned or operated by a school district, public charter school or private school.

INVESTIGATION

The superintendent or designee will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the superintendent or designee, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the superintendent or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.

DISCIPLINARY ACTIONS

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the likelihood of recurring violation; and the student's prior conduct.

Expulsion Mandated by Federal Law

In accordance with the federal Gun-Free Schools Act and Idaho Code §33-205, ~~the board of trustees shall expel a student from school a student who has been found to possessed a firearm on school property in this state or any other state. when the student's actions violate federal law, as set forth in the Gun-Free Schools Act and Idaho law, regarding the prohibition of weapons:~~

~~**Gun-Free Schools Act.** A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 U.S.C. Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to expel a projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms. Specifically excluded from the definition of "weapons" pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are the following:~~

- ~~1. Antique firearms and rifles which the owner intends to use solely for sporting, recreational, or cultural purposes;~~
- ~~2. Firearms that are lawfully stored inside a locked vehicle on school property; and~~
- ~~3. Weapons which are used in activities, approved and authorized by the superintendent or designee, when appropriate safeguards are adopted to ensure student safety.~~

The expulsion, ~~pursuant to the Gun-Free Schools Act,~~ will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis, ~~taking into account the individual circumstances and the severity of the incident~~ when the board determines that reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students.

Referral to Law Enforcement

The ~~district superintendent or designee~~ will refer any student who ~~brings onto school property a weapon or possesses a firearm on school property in violation of state or federal law, as defined under the Gun-Free Schools Act or Idaho law,~~ to the appropriate law enforcement agency.

The board may, at its discretion, refer other students who violate this policy to law enforcement.

STUDENTS WITH DISABILITIES

Disciplining students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, under this policy will follow federal guidelines.

DENIAL OF ENROLLMENT

This district will not admit a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code §33-205.



LEGAL REFERENCE:

Idaho Code Sections

33-205 – Denial of School Attendance

18-3302D – Possessing Weapons or Firearms on School Property

18-3302I – Threatening Violence on School Grounds

18 USC §921

18 USC §930

Elementary and Secondary Education Act, Section 4141 (2001)

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Note: The district has the right to determine what items constitute a weapon. The definitions of “deadly or dangerous weapon” and “firearm” are the definitions referenced in Idaho Code § 18-3302D, which is the state statute governing carrying weapons or firearms on school property. Districts may add other items to its definition of “weapon” to address local concerns.

Expulsion is currently only mandated (to be modified on a case-by-case basis) in those instances where a weapon, as defined by the Gun-Free Schools Act, is involved. If the board modifies the expulsion in a specific instance, it has the right to impose alternative disciplinary measures.

The superintendent of this district or the principal of any school within this district may temporarily suspend any student for the following reasons:

1. Disciplinary reasons, including student harassment, intimidation, or bullying, or for any other conduct disruptive of good order or of the instructional effectiveness of the school.
2. Failure of the parent/guardian to furnish, or to request of a previous administration, out-of-state records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior, *student harassment, intimidation, or bullying*, or disciplinary action involving the student.

The temporary suspension by the principal will not exceed five (5) school days in length. The superintendent may extend the temporary suspension an additional ten (10) school days. If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days. **Any such finding by the board will be made in executive session as provided by Idaho law.**

Prior to suspending any student, the superintendent or principal will grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. **Any such informal hearing will afford the student privacy.** Any student who has been suspended may be readmitted to the school by the superintendent or the principal who suspended him or her upon such reasonable conditions as the superintendent or principal may prescribe. The board will be notified of any temporary suspensions, the reasons therefor, and the response, if any, thereto.

Suspension of students with disabilities as defined by Part B of the Individuals with Disabilities Education Act (IDEA), and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.



LEGAL REFERENCE:

Idaho Code Sections

18-917A – Student Harassment – Intimidation - Bullying

33-205 – Denial of Student Attendance

33-209 – Transfer of Student Records

33-512(6) – Governance of Schools (Discipline)

Public Law 94-142 (Individuals with Disabilities Education Act)

Goss v. Lopez, 419 U.S. 565 (1975)

Honig v. Doe, 108 S. Ct. 592 (1988)

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

The board may deny a student enrollment, or may deny a student attendance at any of its schools by expulsion, for the following reasons:

1. The student is a habitual truant, is incorrigible, or whose conduct, in the judgment of the board, is such as to be continually disruptive of school discipline or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other students, **or who has possessed a deadly or dangerous weapon or firearm on school property.**
2. The student has been expelled from another school district in this state or any other state.
3. The parent/guardian fails to furnish, or to request of the out-of-state school from which the student is transferring, school records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, 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.

Any student having been denied enrollment or expelled may be enrolled or readmitted to school by the board upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission will not prevent the board from subsequently expelling such student for cause.

For purposes of this policy, the terms "possess," "deadly or dangerous weapon," and "firearm" have the same meanings as provided in Idaho Code §18-3302D.

WEAPONS VIOLATION

The board will expel from school for a period of not less than one (1) year, twelve (12) calendar months, or may deny enrollment to, a student who has been found to have ~~carried a weapon or possessed a~~ firearm on school property in this state or any other state, ~~except that~~ **the board may modify the expulsion or denial of enrollment order on a case-by-case basis when the board determines reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students.** An authorized representative of the board will report such student and incident to the appropriate law enforcement agency.

SPECIAL EDUCATION STUDENTS

Discipline of a student with disabilities will be in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) as well as the provisions of this policy.

DUE PROCESS RIGHTS

No student will be expelled or denied enrollment without first receiving the following due process rights:

1. The board, through the superintendent or his or her designee, will give written notice to the parent/guardian of the student;
2. The notice will state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the board to deny school attendance;
3. The notice will also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her.
4. Within a reasonable period of time following such notification, the board will grant the student and his or her parent/guardian a full and fair hearing on the proposed expulsion or denial of enrollment.
5. The board will allow a reasonable period of time between such notification and the holding of such hearing to allow the student and the parent/guardian to prepare their response to the charge.
6. A record of the board's decision will be placed in the student's educational record and in the official records of the board.
7. Any student who was within the age of compulsory attendance at the time of the violation(s), who is expelled or denied enrollment as herein provided, will come under the purview of the Juvenile Corrections Act, and an authorized representative of the board will provide, within five (5) days, written notice of the expulsion to the prosecuting attorney of the county of the student's residence in such form as the court may require under the provisions of the Juvenile Corrections Act.



LEGAL REFERENCE:

Idaho Code Sections

33-205 – Denial of School Attendance

33-209 – Transfer of Student Records – Duties

18-3302D – Possessing Firearms or Weapons on School Property

20-527 – School Trustees to Report Students

Public Law 94-142 (Individuals with Disabilities Education Act)

Section 504 of the Rehabilitation Act of 1973

ADOPTED:

AMENDED:

This district prohibits students, ~~employees and visitors~~ 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 grounds or at a school sponsored event, ~~regardless of location~~, will result in the student being disciplined. ~~Employees who violate this policy may be subject to discipline, up to and including dismissal. A visitor who violates this policy may be subject to discipline up to and including future prohibition from entering any school premises or attending any school sponsored activity, regardless of location.~~

~~*Further, any person, including a student, who, while on school grounds, willfully threatens, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds will be referred to law enforcement for prosecution.*~~

DEFINITIONS

“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 display 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 to another person.

“Battery” is defined as the willful and unlawful 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.

~~*“Deadly and dangerous weapon” means a weapon, device, instrument, material, or substance that is used for, or is readily capable of, causing death or serious bodily injury.*~~

~~*“Firearm” means any weapon, whether loaded or unloaded, from which a shot, projectile, or other object may be discharged by force of combustion, explosive, gas, and/or mechanical means, regardless of whether such weapon is operable.*~~

~~*“On school grounds or at any school sponsored activity, regardless of location” means in, or on the property of, a public or private elementary or secondary school or at an event sponsored by the district. shall include, but not be limited to, buildings, facilities, and grounds of the district, school buses, parking areas, and the location of any district sponsored activity. This includes instances in which the conduct occurs off the district premises but impacts a district related activity.*~~



LEGAL REFERENCE:
Idaho Code Sections

18-901 – Assault defined, ~~*et seq.*~~
18-903 – Battery defined

~~BLACK'S LAW DICTIONARY 105 (5th ed. 1979)~~

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

~~It is the responsibility of the district to meet Idaho Department of Health and Welfare requirements and regulations with regard to the control of communicable diseases in school settings.~~ In accordance with Idaho law, the board is vested with authority to protect the health of its students and to exclude from school those students with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious or infectious disease. It is also the responsibility of the district to protect the rights of employees and students who may be infected with a communicable disease. Therefore, the board adopts ~~the following policies~~ **this policy** to implement district responsibilities in this area.

In addition to closing some or all schools within the district in response to an infectious or contagious disease outbreak, the board may take action to limit aspects of school programs or activities to prevent the spread of contagious or infectious disease. Such actions may include, for example, temporary suspension of extracurricular or co-curricular activities such as athletics or music programs. *The board authorizes the superintendent to implement appropriate procedures to address any ~~communicable-contagious~~ or infectious disease outbreak, in accordance with applicable law and district policy.*

COMMUNICABLE DISEASES

A communicable disease is any illness or condition which is identified as such by the Idaho Department of Health and Welfare. With any communicable disease infection, the district will consult with Southeastern Idaho Public Health ~~and follow~~ **regarding** recommended guidelines specific to each disease concerning exclusion and treatment of contacts.

When an employee or student reports that he/she has contracted a communicable disease, the district will determine whether the employee or student poses a risk of harm to students and other staff members after consulting with [name of applicable local health district] and reviewing recommended guidelines, specific to the disease, concerning exclusion and treatment of contacts. In addition, the district will determine what precautions, if any, are necessary.

Each school year, the district will provide instruction to all building staff including custodial and food service staff in the employment of the most current version of Universal Precautions. Universal Precautions as recommended by the Centers for Disease Control (CDC) include established routines for handling body fluids and providing sanitary environments.

REPORTING OF COMMUNICABLE DISEASES TO THE LOCAL HEALTH DEPARTMENT

Pursuant to the Idaho Reportable Diseases Regulations, IDAPA 16.02.10, the district will file a report with [name of applicable local health district] in the event an employee or student is known, or reasonably suspected, to have a reportable communicable disease.

CONFIDENTIALITY

Information regarding an employee's or student's medical status, including the presence of a communicable disease, shall be treated as confidential. No information known to the district or its employees regarding an employee's or student's medical status shall be divulged, directly or indirectly, to any other individuals or groups unless:

- The employee or student's parent/guardian gives prior approval for the disclosure; or
- Such disclosure is required by law.

PREVENTING THE SPREAD OF INFECTION

The district will take reasonable precautions to ensure a safe and clean school environment as may be recommended by the CDC, Southeastern Idaho Public Health district, the Governor or local county or city authorities. Such precautions may include, but are not limited to: posting of signs in school facilities identifying symptoms to watch for, providing information to students, employees, patrons and families regarding steps that will be taken by the district in the event of an illness or outbreak, requiring the use of masks, and providing alcohol-based hand sanitizers throughout school facilities. Specific procedures and requirements will be communicated pursuant to the district's applicable Health or State/National Emergency Plan.

In the event of an infectious disease outbreak, the district may implement some or all of the following to limit the spread of infection.

Telecommuting

Telework for employees will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the Personnel Office for consideration.

Staying Home When Ill

During an infectious disease outbreak, it is critical that students do not come to school and employees do not report to work while they are ill and/or experiencing symptoms associated with the applicable infectious disease outbreak. Examples of symptoms include, but are not limited to: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. For some infectious diseases, such as COVID-19, the CDC additionally recommends staying at home for at least 10 days after symptoms first appeared and symptoms have improved. ~~For those who have tested positive for COVID-19 but had no symptoms, the CDC recommends staying home for 10 days after the test.~~

Requests for Medical Information and/or Documentation

For students or employees who are out sick or show symptoms of being ill, it may become necessary to request information from sick individuals and/or their health care provider. In

general, the district would request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for such individuals to return to school or work. As noted above, all medical information received will be deemed confidential.

Social Distancing Guidelines for Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the district may implement some or all of the following social distancing guidelines at some or all of its facilities to minimize the spread of the disease among students and staff, taking into consideration the age of students at a particular school, building design and other factors:

- *Cancellation of field trips, assemblies and other large gatherings;*
- *Cancellation or modification of classes where students are likely to be in very close contact;*
- *Increasing space between desks;*
- *Changes to cafeteria schedules and food service;*
- *Staggering arrival and/or dismissal times;*
- *Limiting non-essential visitors to school facilities; and*
- *Limitation of cross-school transfers for special programs (e.g. music, academic clubs, STEM centers, etc.).*



LEGAL REFERENCE:

Idaho Code **Sections**

33-212 – Authority to Close Schools to Prevent the Spread of Infectious Disease

§33-512(4) and (7) – Governance of Schools

~~Idaho Code~~ §33-1612 – Thorough System of Public Schools

IDAPA 16.02.10 – Idaho Reportable Diseases

34 C.F.R. Part 104 - Nondiscrimination on the Basis of Handicap in Programs or Activities
Receiving Federal Financial Assistance

28 C.F.R. Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government
Services

29 C.F.R. §1910.1030b – OSHA Definitions

~~IDAPA 16.02.10 – Idaho Reportable Diseases~~

~~Idaho Back to School Framework 2020 (7/9/20), available at:~~

~~sde.idaho.gov/re-opening/files/Idaho-Back-to-School-Framework-2020.pdf~~

~~CDC Interim Guidance for Administrators of US K-12 Schools and Childcare Programs
(3/25/20), available at:~~

~~[cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/guidance-for-schools-h.pdf](https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/guidance-for-schools-h.pdf)~~

Additional information and resources regarding infectious and communicable disease outbreaks in schools can be found on the CDC's website: www.cdc.gov.

CROSS REFERENCE:

Policy 562 – Exclusion for Communicable Diseases

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Blackfoot School District No. 55 ~~will~~ may maintain a stock supply of epinephrine auto-injectors in its schools to assist students or other individuals on school property requiring immediate medical intervention related to a severe allergic reaction (anaphylaxis).

DEFINITIONS

"Administer" means the direct application of an epinephrine auto-injector to the body of an individual.

"Designated school personnel" means an employee, agent, or volunteer of a school designated by the governing authority of a school who has completed the training to provide or administer an epinephrine auto-injector to a student.

"Epinephrine auto-injector" means a device that automatically injects a premeasured dose of epinephrine.

"Self-administration" means a student or other person's discretionary use of an epinephrine auto-injector, whether provided by the student, a school nurse, or other designated school personnel.

PRESCRIPTION

~~Any physician, advanced practice registered nurse licensed to prescribe, or physician assistant licensed to prescribe may prescribe epinephrine auto-injectors in the name of a school to be maintained for use in accordance with this policy.~~ In accordance with applicable Idaho law, schools within this district may obtain a prescription for a stock supply of epinephrine auto-injectors in the name of the school to be used in accordance with this policy.

ADMINISTRATION

The board authorizes school nurses and designated school personnel to do the following:

1. Provide an epinephrine auto-injector to a student to self-administer the epinephrine auto-injector in accordance with a prescription specific to the student on file with the school nurse.
2. Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school nurse.
3. Administer an epinephrine auto-injector to any student or other individual on school premises that the school nurse or designated school personnel in good faith believes is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector.

Each school that maintains a stock supply and administers epinephrine auto-injectors is required to submit a report of each incident at the school or related school event involving a severe allergic reaction or the administration of an epinephrine auto-injector to the board or its designee.

TRAINING

The board will establish detailed standards for training programs that must be completed by designated school personnel in order to provide or administer an epinephrine auto-injector. Such training may be conducted online and, at a minimum, will cover:

1. Techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis.
2. Standards and procedures for the storage, administration, and disposal of an epinephrine auto-injector.
3. Emergency follow-up procedures.

IMMUNITY FROM CIVIL LIABILITY

There will be no civil liability for damages for a school or its employees or agents for any injuries that result from the administration or self-administration of an epinephrine auto-injector, regardless of whether authorization for use was given by the student's parents, guardian, or medical provider, provided the actions taken in administering or providing the injector were reasonable under the circumstances.

The liability protections do not apply to acts or omissions constituting gross negligence, or those that are reckless or constitute willful and wanton behavior.



LEGAL REFERENCE:

Idaho Code Section 33-520A – Life-Threatening Allergies in Schools

ADOPTED:

AMENDED:

Blackfoot School District No. 55 recognizes that students attending the schools in this district may be required to take medication while at school or school sponsored activities, either on a short-term or daily basis. If requested in writing by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

“Medication” means an epinephrine auto-injector, a metered-dose inhaler or a dry powder inhaler or insulin prescribed by a physician and having an individual label.

“Self-administration” means a student’s use of medication, an epinephrine auto-injector, or of blood glucose monitoring supplies pursuant to prescription or written direction from a physician.

SELF-ADMINISTRATION OF MEDICATION

1. Any student for whom a physician or other authorized medical professional has prescribed (1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness (2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis); (3) insulin; or (4) blood glucose monitoring supplies will be permitted to self-administer such medication, as prescribed by a physician during the school day and at school-sponsored activities.
2. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
3. *When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer requested medication. The certified school nurse, in consultation with the physician, has the final decision-making authority with respect to delegating administration of medications. School personnel who have been trained by the school nurse may administer requested medication, as determined appropriate.*
4. *The student’s parent/guardian must annually notify the student’s school, in writing, that the student will be self-administering the medication.*
5. *The student’s parent/guardian must provide annually a current treatment plan from the student’s health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.*

6. *The school nurse will review the treatment plan. The parent may be requested to sign a release to allow district staff to communicate directly with the health care provider.*
7. *The parent/guardian is responsible for notifying the district of any changes to the student's medical condition that would impact the self-administration of medication.*
8. *A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication or blood glucose monitoring supplies with the school nurse or the school administrator.*
9. *If a student requires blood glucose testing or insulin injections during the school day or at school-sponsored activities, the following policy applies: Students with diabetes may self-administer blood glucose testing and insulin injections as prescribed by their physician. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.*
10. *Parent/guardian of the student shall sign a statement acknowledging that the District shall incur no liability and that the parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims as a result of any injury arising from the self-administration of medication by the student.*
11. *UNIVERSAL PRECAUTIONS: Universal precautions for the disposal of waste will be posted in the school and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported and appropriate medical response accessed.*

OTHER PRESCRIPTION MEDICATIONS

1. *No employee except a qualified health care professional may administer a drug to a student under this section except in an emergency.*

NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS

1. *The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.*
2. *The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.*
3. *Non-prescription medications, such as aspirin or Tylenol, will not be provided to students. Students must supply their own non-prescription medications.*

ADDITIONAL GUIDELINES

1. *Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should only be dispensed at school when necessary to meet the health needs of the student.*
2. *Parents/guardians are responsible for notifying the school, in writing, that the student requires medication on a regular or emergency basis, and supplying the medications and instructions for dispensing the medications.*
3. *The district may require that the student's health care provider annually submit a current treatment plan, identifying the medication, dosage, frequency of use, and side effects. The parent may be requested to sign a release to allow district staff to communicate with the health care provider.*
4. *The student's need for medication will be reviewed by the school nurse or designee, and a student health plan and/or a Section 504 Accommodation Plan will be developed, if determined necessary.*
5. *The school nurse or designee who dispenses medication to students will maintain a log of all medications dispensed.*
6. *All medications that are not self-administered will be kept in a secured area in the school office or nurse's room.*
7. *It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student's plan states otherwise.*
8. *No medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission from the student's parent/guardian.*
9. *Any medication that a student must have in case of emergency will be kept in an easily accessible location.*
10. *The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student's last day of attendance during the school year will be disposed of by the district.*

EMERGENCY ADMINISTRATION OF MEDICINES

In an emergency situation, such as anaphylactic reaction or the risk of such reaction, the school nurse or properly trained designee may administer emergency medication to any student in need thereof while at school or school sponsored activities.

LIMITATION OF LIABILITY

No District policy or guidelines shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.



LEGAL REFERENCE:

Idaho Code Sections

33-506(1) – Organization and Government of Board of Trustees

33-520 – Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

54-1401 – Purpose – License Required – Representation to the Public

ADOPTED:

AMENDED:

Pursuant to authority in Idaho Code §33-512(7), the board of trustees ~~has the power to may~~ exclude from school students with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease or those who are not immune and have been exposed to a contagious or infectious disease. The board ~~will also close school on order of the State Board of Health or local health authorities~~ may also close district schools if it determines that conditions warrant such closure, based on consultation with the Southeastern Idaho Public Health. *A decision to close school may apply to all district schools or individual schools, as may be determined by the board.*

The board may also close schools within the district following an order of the Governor or of the State Board of Education.

This district's board of trustees delegates to the superintendent or designee its authority to exclude from school students with contagious or infectious diseases or who are under quarantine. ~~The superintendent or designee will also close school on order of the State Board of Health or local health authorities.~~ Any exclusions ~~or closures~~ under this policy will be reported to the board of trustees at the next regular meeting.



LEGAL REFERENCE:

Idaho Code Sections

§33-212 – Authority to Close Schools to Prevent the Spread of Infectious Disease

33-512(7) – Governance of Schools (Exclusion for Contagious Disease)

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

Pediculosis, also known as head lice, is a common condition in the school-age child. Pediculosis is a nuisance but has not been shown to spread disease. Personal hygiene or cleanliness in the home or school is not related to getting head lice.

The school principal or designee may 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. See Policy No. 563F1.*
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, identifying 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 and take the student home at the end of the school day. 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.

34. 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 without 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/guardian. 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.

54. 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. Encourage students not to share combs, brushes, towels, hats, scarves, coats, sports uniforms, sports helmets, hair ribbons, or barrettes.

5. *During an outbreak, the bedding in the nurse’s office must be changed after it is used by a student and machine washed and dried using hot water (130°F) laundry cycle and the high heat drying cycle.*
6. *Janitorial staff shall vacuum the floor and furniture where the infested student sat or lay.*



LEGAL REFERENCE:

Idaho Code ~~§Section~~ 33-512(7) (Governance of Schools)

IDAPA 16.02.10.025.090 (Reportable Diseases)

Center for Disease Control & Prevention: <http://www.cdc.gov/parasites/lice/head/prevent.html>

Central District Health Department: <http://www.cdhd.idaho.gov/CD/public/factsheets/headlice.htm>

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

NOTE: In September, 2015, the Centers for Disease Control and Prevention (CDC) issued information regarding head lice and indicated both the American Academy of Pediatrics and the National Association of School Nurses advocate that “no-nit” policies should be discontinued.” While the Idaho Department of Health and Welfare, in its administrative rules, lists pediculosis as a disease or condition, there is no reporting requirement. On the other hand, the National Pediculosis Association continues to recommend the “No-Nit Policy” as the public health standard intended to keep children lice free, nit free, and in school.

IMMUNIZATION CERTIFICATION STATEMENT

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 the~~ physician's representative, **or another licensed health care professional**, stating the type, number, and dates of immunizations received. *Alternatively, at the request of the parent or guardian, the district will access the voluntary statewide registry of immunization status (IRIS) maintained by the Idaho Department of Health and Welfare to verify whether the student has received the required immunizations.* Immunizations shall be in accordance with the schedule ~~set forth below~~, **adopted by the Idaho Department of Health and Welfare** unless fewer doses are medically recommended and documented by a physician.

DEFINITIONS

Immunization Record. An electronic medical health record, an immunization registry document, or a written immunization certificate confirmed by a licensed health care professional or a physician's representative which states the month, day, and year of each immunization a person has received.

Laboratory Proof. A certificate from a licensed medical laboratory stating the type of test performed, the date of each test, and the results, accompanied by a physician's statement indicating the child is immune.

Licensed Health Care Professional. A practitioner, licensed in the State of Idaho by the Board overseeing the practitioner's license, or by a similar body in another state or jurisdiction within the United States. The practitioner's scope of practice for licensure must allow for the ordering of immunizations and writing of prescriptions, or the practitioner must be under the direction of a licensed physician. Licensed health care professionals who may provide for immunization requirements include: medical doctors, osteopaths, nurse practitioners, physicians' assistants, licensed registered nurses, and pharmacists. Other persons authorized by law to practice any of the healing arts shall not be considered licensed health care professionals for purposes of this policy.

Parent, Custodian or Guardian. The legal parent, custodian, or guardian of a child or those with limited power of attorney for the temporary care or custody of a minor child.

Physician's Representative. Any person appointed by, or vested with authority to act on behalf of a physician in matters concerning health.

School Authority. An authorized representative designated by the Board of Trustees of this school district.

REQUIRED IMMUNIZATIONS

Students are required to be immunized as follows:

Student Born on or Before September 1, 1999. A student born on or before September 1, 1999, must meet the following minimum immunization requirements prior to admission for these vaccines: one (1) dose of Measles, Mumps, and Rubella (MMR), four (4) doses of Diphtheria, Tetanus, Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 1999 Through September 1, 2005. A student born after September 1, 1999, through September 1, 2005, must meet the following minimum immunization requirements prior to admission for these vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 2005. A student born after September 1, 2005, must meet the following minimum immunization requirements prior to admission for the following vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), four (4) doses of Polio, three (3) doses of Hepatitis B, two (2) doses of Hepatitis A, and two (2) doses of Varicella.

Seventh Grade Immunization Requirements. Effective with the 2011-2012 school year, and each year thereafter, in addition to the required immunizations listed above, a student must meet the following minimum immunization requirements prior to admission into the seventh (7th) grade for these vaccines: one (1) dose of Tetanus, Diphtheria, Pertussis Booster (Tdap), and one (1) dose of Meningococcal. This requirement will be extended to: 7th - 8th grade students in 2012, 7th - 9th grade students in 2013, 7th - 10th grade students in 2014, 7th - 11th grade students in 2015, and 7th - 12th grade students in 2016.

Twelfth Grade Immunization Requirements. Effective at the start of the 2020-2021 school year, and each year thereafter, in addition to the required immunizations listed above, students must meet the following minimum immunization requirements prior to admission into the twelfth (12th) grade:

- a. Students who received their first dose of Meningococcal (MenACWY) vaccine before the age of sixteen (16) must have two (2) doses of Meningococcal (MenACWY) vaccine.
- b. Students who received their first dose of Meningococcal (MenACWY) vaccine at sixteen (16) years of age and older, or those who have never received a dose, must have one (1) dose of Meningococcal (MenACWY) vaccine.

SCHEDULE OF INTENDED IMMUNIZATIONS

Parents/guardians of a student ~~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 ~~must provide a statement— The statement must be provided~~ to the school at the time of first admission and before attendance ~~providing that includes~~ the following information:

1. Name and date of birth of the student;
2. School and grade in which the student is enrolled and attending;
3. Types, numbers, and dates of scheduled immunizations to be administered;

4. Signature of the parent, guardian or custodian providing the information; and
5. Signature of a licensed health care professional providing care to the student.

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

EXCEPTIONS TO IMMUNIZATION REQUIREMENT

When supporting documentation is in the possession of school authorities at the time of admission and before attendance, a student who meets one (1) or both of the following conditions will not be required to receive the required immunizations in order to attend school:

1. **Laboratory Proof.** When a student submits laboratory proof of immunity to any of the childhood diseases identified above, the student will not be required to receive the immunization for the diagnosed disease.
2. **Disease Diagnosis.** A student who has a statement signed by a licensed health care professional stating that the student has had varicella (chickenpox) disease diagnosed by a licensed health care professional upon personal examination will not be required to receive the immunization for the diagnosed disease.

EXEMPTION FROM IMMUNIZATION

A student who supplies documentation to the district at the time of admission and before attendance of one (1) or both of the following conditions is not required to receive the required immunizations:

1. Life or Health Endangering Circumstances. A signed statement of a licensed physician that the student’s life or health would be endangered if any or all of the required immunizations are administered.
2. Religious or Other Objections. A signed statement of the parent, custodian, or legal guardian that must be either:
 - a. On a standard form of the Idaho Department of Health and Welfare or similar form provided by the school district; or
 - b. A signed statement that includes:
 - i. The name and date of birth of the student;
 - ii. A statement indicating that the student is exempt from immunization as provided by this policy and Idaho law for religious or other objections; and

- iii. The signature of the parent, custodian, or legal guardian.

The district will inform parents and guardians of applicable exemptions, with a citation to Idaho Code §39-4802, in its communications regarding immunization.

EXCLUSION FROM SCHOOL

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this district, unless the student is excepted or exempted as provided herein. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy. The Idaho Department of Health and Welfare may exclude any student who has not been immunized in accordance with Idaho law and may also exclude any exempted student in the event of a disease outbreak.

~~This district will exclude from school students who are diagnosed or suspected of having a contagious or infectious disease and students who have been exposed to contagious or infectious diseases for which they have not been immunized. This district will also close school on order of the state board of health or the local health authorities.~~

REPORTING REQUIREMENTS

A copy of a report of each school's immunization status, by grade, will be submitted to the ~~State Department of Education (“SDE”)~~ Idaho Department of Health and Welfare on or before November 1 of each school year. ~~The following~~Such information ~~shall~~will be reported on an ~~SDE~~ Idaho Department of Health and Welfare form or electronically and will include:

1. School and enrollment identification information including:
 - a. Inclusive dates of reporting period;
 - b. Name and address of school, district and county in which located;
 - c. Grade being reported and total number of students enrolled in each grade; and
 - d. The name and title of the person completing the report form.
2. Total number of students enrolled and attending school in each grade who:
 - a. Meet all of the required immunizations;
 - b. Do not meet all of required immunizations, listed by specific immunization type;
 - c. Do not meet the immunization requirement but are in the process of receiving the required immunizations; or

- d. Have claimed an exemption to the required immunizations.



LEGAL REFERENCE:

Idaho Code Sections

33-512(7) – Governance of Schools

39-4801 *et seq.* – Immunization; Exemptions

~~39-4802~~

~~39-4803~~

IDAPA 16.02.15 – Immunization Requirements for Idaho School Children

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

The district will operate school breakfast, lunch, and special milk programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of ~~food~~ the Child Nutrition Programs, including Civil Rights Rules and Regulations, as well as other federal, state and local requirements.

NONDISCRIMINATION AND REASONABLE ACCOMMODATION

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the district office, school, or agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English. Persons with disabilities who need reasonable accommodation in the district food service program are encouraged to contact [insert name(s) and title(s) of contact, e.g., food service director, principal, etc.] at [insert email and/or phone number and/or mailing address].

FUNDING AND CONTRACTS WITH PRIVATE FOOD SERVICE AGENCIES

The programs will be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs will be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to students and adults will be established annually by the board.

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

Any decision to enter into a contract with a private food service agency shall require the approval of the Board.

RECORDKEEPING

In accordance with applicable federal law and regulations, the district will annually report racial and ethnic data in the Idaho System for Educational Excellence. All racial and ethnic data related to the district's child nutrition programs will be maintained for three (3) years plus the current year.

PUBLIC NOTIFICATION

In accordance with applicable federal law and regulations, the district will take action to notify and inform students, parents/guardians, and members of the school community of the district’s child nutrition programs. Such notices will include information on program availability, how to file complaints, and the nondiscrimination statement set forth above.

CONFIDENTIALITY

The district will maintain the confidentiality of all students’ free, reduced or paid status in the district’s child nutrition programs. Parents/guardians may, however, provide written consent for the disclosure of any or all of the information related to their children’s eligibility status or the information the household provided through the free and reduced price meal eligibility process.



LEGAL REFERENCE:

National School Lunch Program
42 USC 1751, *et seq.*
7 CFR Part 210

ADOPTED:

AMENDED:

CROSS-REFERENCE:

294P1 – Civil Rights Complaint Procedure

**Language in text set forth in italics is optional.*

It is the policy of this district to make purchases of goods, services and public works construction by way of a publicly accountable process that respects the shared goals of economy and quality. Further, it is the policy of this district to make purchases in such a manner as to assure the best utilization of district funds. The board, or its designee, reserves the right to determine what is in the best interest of the district. The district will endeavor to purchase goods and services from vendors with a significant Idaho economic presence where required or allowed by federal or state purchasing laws.

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditures of funds. Personnel are prohibited from obligating the district relative to a purchase without prior authorization. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations. Open purchase orders may be used (with a maximum total amount specified) if such procedure will simplify repetitive small purchases.

The board may purchase real property, personal property, services or public works construction as necessary for the operation of the district. The board will comply with the requirements of Idaho law relative to competitive bidding for personal property (*Policy 850.30*), services (*Policy 850.60*) and public works construction (*Policy 850.90*), as well as this district's *Policy 850P1, "Supplemental Purchasing Procedures."* Where federal funds are used for purchases of goods, services or public works construction, the district will also follow procurement requirements set forth in 2 CFR Part 200.

PURCHASES EXCLUDED FROM THE STATUTORY PROCUREMENT PROCESSES UNDER IDAHO CODE §67-2803

The board will comply with all statutory procurement (bid) requirements unless the expenditure is exempted as provided by law. The following are exempted from the bidding requirements pursuant to Idaho Code §67-2803:

1. The acquisition of personal property when the procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the State of Idaho, one of its political subdivisions, or an agency of the federal government.
2. Contracts or purchases of less than fifty thousand dollars (\$50,000), provided such contracts and purchases shall be guided by the best interests of the district, as determined by the board. The board may, when practical, call for competitive price quotations for such purchases.
3. Disbursement of wages or compensation to any employee, official, or agent of the district for performance of personal services.

4. Procurement of personal or professional services to be performed by an independent contractor.
5. Procurement of an interest in real property.
6. Procurement of insurance.
7. Costs of participation in a joint powers agreement with other units of government.
8. Procurement of used personal property.
9. Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS).
10. Procurement of personal property or services through contracts entered into by the division of purchasing of the department of administration of the state of Idaho.
11. Procurement of goods for direct resale.
12. Procurement of travel and training.
13. Procurement of goods and services from Idaho correctional industries.
14. Procurement of repair for heavy equipment.
15. Procurement of software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law.
16. Procurement of public utilities.
17. Procurement of used equipment at an auction if authorized by the Board of Trustees.
18. The purchase of curricular materials, regardless of the purchase price. “Curricular materials” is defined as textbook and instructional media, including software, audio/visual media, and Internet resources.

LEGAL REVIEW OF CONTRACTS

Before entering into a contract that entails the expenditure of fifty thousand dollars (\$50,000) or more, the board or its designee will have the contract reviewed by legal counsel to ensure that the district’s interests are adequately protected.

BUS TRANSPORTATION SERVICES

In the event the district anticipates expending over fifty thousand dollars (\$50,000) through a contract for bus transportation services, Idaho Code §33-1510 will be followed.

EMERGENCY EXPENDITURES

If there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or 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 public 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 pursuant to Idaho Code §§33-601(9) and 67-2808(1).

COMPLIANCE WITH FEDERAL PURCHASING GUIDELINES

Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use the following guidelines:

1. District purchases will conform to applicable federal law (provided, however, that where state purchasing procedures are more restrictive, the District will follow state law requirements).
2. The board or its designee will maintain oversight of contracts to ensure performance in accordance with the terms, conditions and specifications of their contracts or purchase orders.
3. The district will maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts as more fully set forth in *Policy 228 (Board Member Conflict of Interest)* and *Policy 418 (Employee Conflict of Interest)*, and in the *District's Policies and Procedures Manual for the Administration of Federal Education Programs ("Federal Programs Manual")*. Upon discovery of any potential conflict of interest, the district will disclose in writing the potential conflict to the State Department of Education (SDE) and/or federal awarding agency in accordance with applicable SDE or federal awarding agency policy. In addition, the district will disclose, in a timely manner, in writing to the SDE and/or the federal awarding agency, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. *The superintendent or his/her designee will conduct any necessary investigation and submit it in writing to the SDE.*
4. The district will avoid acquisition of unnecessary or duplicative items by giving consideration to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the board or its designee will analyze lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach to purchases.

5. Where practical or appropriate, the district will enter into state and local inter-governmental agreements or inter-entity agreements for procurement or use of common or shared goods and services.
6. Where feasible or appropriate to reduce project costs, the district will use federal excess and surplus property in lieu of purchasing new equipment and property.
7. Where practical or appropriate, the district will use value engineering clauses in contracts for public works construction of sufficient size to offer reasonable opportunities for cost reductions. “Value engineering” is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
8. The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
9. The district will maintain records sufficient to detail the history of each procurement. These records will include, but are not limited to: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the contract price.
10. The district will use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
 - a. “Time and material type contract” means a contract whose cost to the district is the sum of:
 - i. The actual cost of materials; and
 - ii. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - b. If the board selects a time and materials type contract, the board or its designee will ensure a high degree of oversight of the contract to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
11. The district will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These include, but are not limited to: source evaluation; protests; disputes; and claims.
12. All procurement transactions will be conducted in a manner providing full and open competition consistent with state law and the standards set forth in this Policy 850, *Policy 850.30 (Purchasing or Leasing Personal Property)*, *Policy 850.60 (Service Contracts)*

and Policy 850.90 (Public Works Construction) and Policy 850P1 (Supplemental Purchasing Procedures).

13. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements.
14. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experienced and excessive bonding;
 - c. Non-competitive pricing practices between firms or between affiliated companies;
 - d. Organizational conflicts of interest;
 - e. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - f. Any arbitrary action in the procurement process.
15. The district will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in cases where applicable federal statutes expressly mandate or encourage geographic preference. This requirement does not preempt any applicable state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
16. In its procurements, the district will incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured using the following guidelines:
 - a. In competitive procurements, such descriptions will not contain features which unduly restrict competition.
 - b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum

- essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- c. Detailed product specifications will be avoided if at all possible.
 - d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated.
 - e. The district will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
17. The district will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open competition. In addition, the district will not preclude potential bidders from qualifying during the solicitation period.
18. The district will take all affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. For purposes of this policy, affirmative steps include:
- a. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women’s business enterprises, are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, minority and women’s businesses;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small, minority and women’s businesses;
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce; and
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs a – e of this section.
19. The district will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold as defined in 2 CFR §200.88.

The method and degree of analysis will be dependent on the facts surrounding the particular procurement situation, but as a starting point the district will make independent estimates before receiving bids or proposals.

20. The district will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
21. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.
22. For public works construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold as defined in 2 CFR §200.88 (the district will adhere to state bonding requirements (set forth in Idaho Code §54-1926) provided a determination has been made by a federal awarding agency or pass through entity that the federal interest is adequately protected. Where such a determination has not been made, the minimum bonding requirements will be as follows:
 - a. A bid guarantee from each bidder equal to five percent (5%) of the bid price, which must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - b. A performance bond on the part of the contractor for one hundred percent (100%) of the contract price. The performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
 - c. A payment bond on the part of the contractor for one hundred percent (100%) of the contract price. The payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.
23. In addition to other provisions required by the district or state law, all contracts made by the district under a federal award must contain provisions covering the requirements set forth in Appendix II to 2 CFR Part 200, a copy of which is attached to this policy.

METHODS OF PROCUREMENT TO BE FOLLOWED FOR PURCHASES USING FEDERAL FUNDS

Where the district seeks to purchase goods, services or public works construction using federal funds, the district will use one of the following methods of procurement **as defined in state and federal law** *-(see also the District's Federal Programs Manual):*

1. **Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 ~~(or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act)~~10,000 under Idaho law. To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable.
2. **Small Purchase Procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold as defined by 2 CFR §200.88. **Under Idaho law, small purchase procedures may be used where the cost is between \$10,001 and \$49,999.** If these procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. **Sealed Bid/Formal Advertising.** Under this method of procurement, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation for bids and is the lowest in price. **This process is required for purchases of \$100,000 and higher as set forth in Idaho law.**
 - a. This method of procurement is preferred if the following conditions exist:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of a successful bidder can be made principally on the basis of price.
 - b. If sealed bids are used, the following requirements apply:
 - i. The invitation for bids will be publicly advertised **at least two (2) weeks before bid opening and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening bids;**

- ii. The invitation for bids, which will include any specifications and pertinent attachments, must define items or services in order for the bidder to properly respond;
 - iii. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - v. Any or all bids may be rejected if there is a sound documented reason.
4. **Competitive Proposals/Semi-Formal Bidding.** This procurement method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. This method will be used when conditions are not appropriate for the use of sealed bids and where the cost of the product/service to be purchased is between \$50,000 and \$99,000. If this method is used, the following requirements apply:
- a. ~~Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.~~ Written requests for bids describing the goods or services desired will be made available to at least three (3) vendors at least three (3) days before a written response is due (unless an emergency exists);
 - b. ~~Proposals must be solicited from an adequate number of qualified sources.~~ Bidders will have one (1) day to submit written objections;
 - c. The district will provide a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. This district may use competitive proposal procedures for qualifications-based procurement of architectural and engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of architectural and engineering professional services. It cannot be used to purchase

other types of services though architectural and engineering firms are a potential source to perform the proposed effort.

5. **Non-Competitive/Sole Source Proposals.** This method seeks solicitation of goods or services from only one source and may be used only when one or more of the following circumstances applies:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the procurement will not permit a delay resulting from competitive solicitation;
 - c. The federal agency or pass-through entity for use of the federal funds expressly authorizes non-competitive proposals in response to a written request from the district; or
 - d. After solicitation of a number of sources, competition is determined to be inadequate.

BUY AMERICAN AND SCHOOL MEALS

When making purchases for the district's school lunch program, the district will, to the maximum extent practicable, purchase domestic commodities or products.

For the purposes of this policy, "domestic commodity or product" means: (i) an agricultural commodity that is produced in the United States; and (ii) a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Additionally, the district will require school meal program suppliers to attest that their final food products are either one hundred percent (100%) domestic commodities or a food product containing over fifty-one percent (51%) domestic food components, by weight or volume.

Exceptions to this Buy American requirement may be made when the district determines that:

1. The food or food product is not produced or manufactured in the United States in sufficient or reasonably available quantities of a satisfactory quality; or
2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

When such an exception is made, the Superintendent or designee will document such exceptions. Prior to approval of any exception, the Superintendent or designee will consider the use of domestic alternative foods, which consideration will be documented.

SCHOOL BUILDING PLAN REVIEWS AND INSPECTION

For purchases involving public works construction, the district will not advertise for bids for any school building construction project until the plans for such building(s) have been approved in accordance with Idaho Code §39-4113. All school construction or remodeling projects requiring plan review will be inspected by building inspectors certified in accordance with Idaho Code §39-4108, or by Idaho licensed architects or engineers to determine compliance with title 39, chapter 41 and the Idaho Uniform School Building Safety Act (title 39, chapter 80, Idaho Code).

[Choose A or B below:]

Option A:

The district elects to utilize the plan review services of [identify name of city or county that is eligible to provide building code enforcement/plan review services] for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the Idaho Division of Building Safety (DBS)

Option B:

The district elects to utilize the plan review services of the Idaho Division of Building Safety (DBS) for review of all public school building plans. The district will provide a written certification of its election for plan review services to the [identify local jurisdiction building department] and the DBS.



LEGAL REFERENCE:

Idaho Code Sections

- 33-118A
- 33-601
- 33-1510
- 39-4108
- 39-4113
- 39-8001 *et seq.*
- 44-1001 *et seq.*
- 54-1900 *et seq.*
- 67-2800 *et seq.*

Federal Regulations

- 2 CFR Part 200, including Appendix II, “Contract Provisions for Non-Federal entity Contracts Under Federal Awards” (EDGAR)
- 7 CFR 210.21(d) – USDA Buy American requirements

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

A physical inventory of all fixed assets (equipment, materials, supplies, and real property) owned by the district will be maintained and updated yearly by the superintendent or designee. The inventory will be reconciled with the district’s accounting records and will be reported to the board.

“Fixed asset” means property that is tangible in nature, including real property, buildings and improvements, equipment, and materials and supplies, which will not be consumed or converted to cash in the current accounting period.

Fixed assets shall be acquired, maintained, used, and disposed of consistent with district policies and all applicable laws and regulations.

Fixed assets will be depreciated using the straight-line depreciation for financial reporting. The useful life of an asset will be based on current industry standards.

When appropriate, the district will have general appraisals of district property prepared by qualified appraisers.



LEGAL REFERENCE:

Idaho Code Sections

33-506(3~~4~~) – Organization and Government of Board of Trustees

33-601 – Real and personal property – acquisition, use or disposal of the same

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

The board recognizes that patrons should have easy access to information regarding how the district is spending its revenues, and providing the information electronically allows such access. ~~Therefore, the district has developed and maintains a publicly available website where the district's expenditures are posted in a nonsearchable PDF format, a searchable PDF format, a spreadsheet, or in a database format. The information is provided in an open structured data format that may be downloaded by the user.~~In accordance with Idaho law, the district's website includes information about the district's finances, including its annual budget as approved by the board of trustees, supporting contracts and performance reports related to expenditures, and current master labor agreements as approved by the board of trustees. In addition, the district's website includes a link to the Idaho local government entity central accounting registry website, which includes data concerning district expenditures as reported to the State Board of Education.

DEFINITIONS

"Entity" means, for purposes of this policy, a corporation, association, union, limited liability company, limited liability partnership, grantee, contractor, local government, or other legal entity, including a nonprofit corporation or an employee of the district.

"ISEE" means the Idaho system for educational excellence or a successor system.

"Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business that is prepared, owned, used, or retained by any state agency; independent public body corporate and politic; or local agency regardless of physical form or characteristics.

~~WEBSITE CONTENTS AND MAINTENANCE~~ISEE SUBMISSIONS

As part of its ISEE data submissions, the district will submit its expenditures and revenues accompanying general ledger codes consistent with the Idaho financial accounting reporting management system (or a successor system) to the State Board of Education. Such information will include, at a minimum, (i) the name and location or address of the entity receiving moneys; (ii) the amount of expended moneys; and (iii) to the extent possible, a unique identifier for each expenditure.

~~The website will include 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;~~
- ~~6. To the extent possible, a unique identifier for each expenditure;~~
- ~~7. The annual budget approved by the board of trustees to be posted within thirty (30) days after its approval; and~~
- ~~8. Any current master labor agreements approved by the board of trustees.~~

The district will:

- ~~1. Update the expenditures contained on the website at least monthly;~~
- ~~2. Archive all expenditures, which will remain accessible and on the website for a number of years, consistent with state law regarding keeping and retention of records;~~
- ~~3. Make the website easily accessible from the main page of the district’s website; and~~
 - ~~4. Include on the website those records beginning on July 1, 2011. All prior data will be available by way of a public records request.~~

DISTRICT WEBSITE

The district will provide a link to the Idaho local government central accounting registry website from the main page of the district’s website. In addition, the district will post the following on its website:

- 1. Supporting contracts and performance reports upon which expenditures are related when such documents already exist;
- 2. Within thirty (30) days after approval, the annual budget approved by the board of trustees; and
- 3. Any current master labor agreements approved by the board of trustees.

PUBLIC RECORDS

The district’s website will contain only information that is a public record or that is not confidential or otherwise exempt from public disclosure pursuant to state or federal law.



LEGAL REFERENCE:

~~Idaho Code Title 74, Chapter 1~~

Idaho Code Sections

33-357 – Creation of Internet-Based Expenditure Website

67-1075 – Uniform Accounting Practices and Procedures
74-101 *et seq.* – Idaho Public Records Act

ADOPTED:

AMENDED:

It is the policy of the board of trustees to assure the safety of students, staff, and visitors who use the school buildings of this district, and to provide a safe environment conducive to learning. The board will ensure compliance with the provisions of the Idaho Uniform School Building Safety Act, which applies to all existing district public school facilities, or those constructed in the future and which are owned, leased, or used for the district's educational purposes.

Personnel, students, and visitors who believe that a building, facility, or grounds, or use thereof, is unsafe are encouraged to report such concerns to the building principal's office. Such reports will be investigated within a reasonable time and corrected as determined to be necessary to protect students, personnel, and visitors from unsafe conditions.

DEFINITIONS

“Administrator” means the administrator of the State of Idaho Division of Building Safety.

“Imminent safety hazard” means a condition that presents an unreasonable risk of death or serious bodily injury to occupants of a building.

“School facilities” include school buildings, administration buildings, playgrounds, athletic fields, and improved or unimproved real property, owned or operated by the district, which are used by students or personnel in the normal course of providing an educational program. School facilities do not include those areas, buildings, or parts of buildings closed from or not used in the normal course of the educational program.

“Serious safety hazard” means a condition that presents an unreasonable health risk or risk of injury to occupants of a building.

INSPECTION

The board will require an annual inspection of the district's school facilities, conducted by an independent inspector professionally qualified to conduct inspections under the applicable codes, or pursuant to the Idaho Uniform Public School Building Safety Act, Idaho Code ~~Section~~ §39-8001 *et seq.* Such inspection will address whether the school facilities comply with safety and health standards, including applicable electrical, plumbing, mechanical, elevator, fire safety, boiler safety, life safety, structural, snow loading, and sanitary codes, as adopted by or pursuant to the Idaho Building Code Act, local ordinances or rule of the Idaho State Board of Education and applicable to school facilities.

Additionally, the board will cooperate with ~~the administrator or designee~~ Idaho State Board of Education staff, including the executive director and school safety and security program staff, ~~and to~~ allow entry to the school facilities at reasonable times, for the inspection of such facilities ~~for compliance with the Idaho Uniform School Building Safety Act~~ for consistency with the

school safety and security guidelines developed by the Idaho School Safety and Security Advisory Board.

ABATEMENT

The board will identify any unsafe or unhealthy conditions in the school facilities, and direct personnel to take the necessary steps to abate any identified unsafe or unhealthy conditions. The board will issue a report, as required by the State Board of Education, in the same year that the inspection(s) is made declaring any identified unsafe or unhealthy conditions which were not abated.

The district will use available funds to abate all identified unsafe or unhealthy conditions. The district need not separately account for the costs of abatement, and is not obligated to segregate funds used for abatement.

PLAN OF ABATEMENT

If adequate funds are not available to abate all unsafe and unhealthy conditions, the board will direct that a plan for abatement be developed and implemented immediately. The plan must include a timetable for commencement of the abatement beginning no later than the following school year and specify the funds from which the district will finance the abatement, in accordance with Idaho Code Section §33-1613. The board may finance the abatement plan through any of the following sources: unencumbered lottery money, levies, a loan or grant from the School Safety and Health Revolving Loan and Grant Fund, or declaration of a financial emergency.

The board will separately account for and document all costs of implementing the plan of abatement with regard to each unsafe or unhealthy condition identified.

VIOLATIONS NOT CONSTITUTING A SERIOUS OR IMMINENT SAFETY HAZARD

Upon receipt of written notice from the administrator or designee that the violation of the Idaho Uniform School Building Safety Act does not constitute a serious or imminent safety hazard, the superintendent will take appropriate remedial action within the time frame set forth in the notice and notify the board of the notice and action taken at the next regularly scheduled board meeting, or earlier, if appropriate.

VIOLATIONS CONSTITUTING A SERIOUS SAFETY HAZARD

Upon receipt of written notice that, relative to any district building, the administrator found a violation of the Idaho Uniform School Building Safety Act, which constitutes a serious safety hazard, the superintendent will eliminate the condition within the time frame specified in the written notice. In the event the superintendent believes that it is in the district's best interest to contest the administrator's findings, the superintendent is authorized to file a request for a hearing on the matter within fourteen (14) days of the date the administrator's written order or

notice was issued, which hearing will be processed as a contested case under ~~chapter 52, title 67,~~ Idaho Code §§67-5201 *et seq.*

VIOLATIONS CONSTITUTING AN IMMINENT SAFETY HAZARD

Upon receipt of written notice from the administrator or designee that an imminent safety hazard exists in a school facility, the superintendent will immediately schedule a board meeting to review the matter and require all changes necessary to eliminate the imminent safety hazard. Such changes will be made without delay, and within the time specified in the administrator’s written notice or order.

If the imminent safety hazard is not corrected, or cannot be corrected in the specified time, or if the administrator determines that the imminent safety hazard could reasonably be expected to cause serious physical harm or death before the hazard can be eliminated and orders that all persons no longer occupy the building, the superintendent or designee will assist the administrator as necessary to post notice on such areas to prevent unauthorized people from entering the area where the imminent safety hazard exists.

CORRECTIVE ACTION

All buildings owned by the district will be inspected annually by the local fire department.

The maintenance staff will survey the school buildings, facilities, and grounds at reasonable intervals to determine whether or not a safety concern exists. A log will be kept of the inspections. All minor safety concerns will be prioritized and corrected, as determined necessary to protect students, personnel, and visitors from unsafe conditions. Any corrective action taken on minor safety concerns, or any determination to delay corrective action will be documented by the maintenance staff. Major safety concerns will be reported to the building principal’s office. The corrective action taken, or determination to delay corrective action, will be documented by the school principal or superintendent.

BEST PRACTICES MAINTENANCE PLAN

Based on the best practices maintenance plan for school buildings developed by the administrator of the Idaho Division of Building Safety (DBS) and the State Department of Education, the district will develop a ten (10) year school maintenance plan and submit it to DBS for approval. The plan will be submitted to DBS in all years ending in zero (0) or five (5), and will include information detailing the work completed pursuant to the previous maintenance plan and any revisions to that plan.



LEGAL REFERENCE:

Idaho Code Sections

33-1017 – School Safety and Health Revolving Loan and Grant Fund

33-1612 – Thorough System of Public Schools

33-1613 – Safe Public School Facilities Required

33-5904 – School Safety and Security Program

~~Chapter 80, Title 39 Idaho Code~~39-8001 *et seq.* – Uniform Public School Building Safety

~~Chapter 52, Title 67 Idaho Code~~67-5201 *et seq.* – Idaho Administrative Procedure Act

IDAPA 08.02.02.130 – School Facilities

IDAPA 08.02.03.160 – Safe Environment and Discipline

~~IDAPA 08.02.02.130~~IDAPA 24.39.60 – Rules Governing Uniform School Building Safety

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*