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The selection of administrative personnel shall be to fill vacancies with individuals of the highest professional caliber who will best serve to maintain and enhance quality education in this school district.

Certificated and non-certificated district administrators may be appointed by the board of trustees as determined necessary. Such individuals are directly responsible to the superintendent and will perform those duties set forth in the specific job descriptions.

All certificated district administrators will be employed using the appropriate contract approved by the State Superintendent of Public Instruction, and will be properly certified for the position.

Blackfoot School District recognizes that not all administrators will/may reside within the boundaries of the school district. However, the Board of Trustees highly recommends all administrative staff live within the district boundaries and strive to become a part of the community in which they are employed.



LEGAL REFERENCE:

Idaho Code Sections

33-513

33-1201

ADOPTED: December 26, 1996

AMENDED: October 15, 2015

The superintendent is the executive officer of the district with such powers and duties as the board of trustees may prescribe. The superintendent acts as the authorized representative of the district whenever it is required, unless another person is named by the board to act as its authorized representative or where authority to act is reserved in the board by applicable laws or regulations. The superintendent is authorized to develop administrative procedures to implement board policy and to delegate duties and responsibilities to appropriate staff. Where required by applicable law or board policy, the superintendent's decisions on administrative matters may be subject to review and ratification by the board at its next regular or special meeting.

The superintendent is responsible for the administration and management of the district in accordance with board policies and directives and state and federal law and regulations. The superintendent also has authority to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the board in accordance with applicable law.

The superintendent has authorization to attend all meetings of the Idaho State Board of Education or the Idaho State Superintendent of Public Instruction to which the superintendent is invited at district expense. The district will also reimburse the superintendent for additional reasonable travel expenses for travel required by the district to fulfill his or her job responsibilities, including attendance at conferences, workshops, and other professional meetings. Travel and the payment of expenses must be preapproved by the board.

QUALIFICATIONS AND APPOINTMENT

The superintendent will be properly certified pursuant to Idaho State Board of Education (SBOE) rules for the position. The superintendent shall have the experience and skills necessary to effectively manage the district's operations and to work cooperatively with the board, district employees, students and the school community. When the position of superintendent becomes vacant, the board may conduct a search to find a qualified candidate.

CONTRACT

The superintendent will be employed for a term not to exceed three (3) years and will be paid as determined by the board. The board will enter into a written contract with the superintendent using the superintendent contract form approved by the state superintendent of public instruction. If the superintendent and board determine that another contract will be used, prior approval must be received from the state superintendent of public instruction. The superintendent's contract will be reviewed annually and may be extended by board action for an additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

The superintendent will be entitled to paid vacation as determined by the board.

EVALUATION

The board will conduct an annual, written formal evaluation of the work of the superintendent of the district, to be completed no later than June 1. The evaluation will indicate the strengths and weaknesses of the superintendent’s job performance in the year immediately preceding the evaluation and areas where improvement in the superintendent’s job performance, in the view of the board of trustees, is called for. The performance evaluation will be based on standards and objectives which are consistent with the board’s continuous improvement plan, including but not limited to progress towards targets for student outcomes. A portion of the evaluation must include multiple objective measures of student growth in achievement as defined in Idaho Code §33-1001.

In addition to the criteria specified above, the board will utilize the same standards and criteria used to evaluate principals to the extent possible to ensure that the superintendent is fairly and consistently evaluated.



LEGAL REFERENCE:

Idaho Code Sections

- 33-320 – Continuous Improvement Plans and Training
- 33-513 – Professional Personnel
- 33-1201 – Certificate Required

IDAPA

- 08.02.02.015.03 – Administrator Certificate
- 08.02.02.121.03 – Local District Evaluation Policy, Student Achievement

Superintendent Contract as approved by the Idaho State Superintendent of Public Instruction

ADOPTED: December 26, 1996

AMENDED: January 15, 2015
October 15, 2015
February 19, 2020
January 23, 2025

NOTE: Per the Idaho State Department of Education (SDE) standard superintendent contract, the board of trustees must adopt policy pertaining to superintendent attendance at other professional meetings and conferences, including expenses of travel. Therefore, the board must adopt such language, but may modify the suggested language as appropriate.

The board will employ building principals to assist in the daily operations of the school district. Principals are the chief administrator at each school whose primary responsibility is to supervise the operation and management their assigned school. They shall be under the direct supervision of the superintendent. Principals are responsible for and have authority over management of their staff, maintenance of their assigned school, administration of the educational program, control of students attending the school, management of the school's budget and communication between the school and the community, all in accordance with district policy and applicable law.

QUALIFICATIONS, RECRUITMENT AND APPOINTMENT

The superintendent or designee will consider applicants who meet or exceed standards as may be established by the State Department of Education (SDE) and the qualifications established in the job description for the position. In employing a principal, the district will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. The board shall also consider the veteran status of an applicant in accordance with applicable law. Each principal will be properly certified and endorsed for the position. The training, experience, skill and demonstrated competence of qualified applicants will be considered in making principal appointments. The superintendent may also consider the district's educational philosophy, financial condition, organizational structure, education programs and other factors deemed relevant. The superintendent may make a recommendation to the board for filling vacant principal positions.

CONTRACTS

Principals employed by the board may be issued one (1) year or two (2) year contracts on the contract form approved by the State Superintendent of Public Instruction. The superintendent will make recommendations to the board regarding each respective principal's contract. Each principal will be paid an annual salary as determined by the board and will receive the same leave, insurance and other benefits as received by other certificated personnel. Service performed under such contract will be included in meeting the renewable contract provisions set forth in Idaho Code §33-515.

The board will notify any principal according to the terms of the current contract if it intends to cancel any extension of the contract or no renew the contract. The district will follow the procedures set forth in state law if it takes any action to not renew a principal's contract or otherwise discharge a principal during the contract term.

EVALUATION

Each principal will receive at least one (1) written evaluation to be completed no later than June 1 for each annual contract year. Each principal evaluation shall use multiple measures that are research based and aligned to the state minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher

evaluations using the state’s adopted model, the Charlotte Danielson Framework for Teaching Second Edition. Evaluations will be in accordance with the district’s adopted principal evaluation policy and state law and regulations.



LEGAL REFERENCE:

Idaho Code Sections

33-513 – Professional Personnel

33-518 – Employee Personnel Files

33-1201 – Certificate Required

IDAPA 08.02.02.121 – Local District Evaluation Policy – School Administrator

CROSS-REFERENCE:

310 – Principal Evaluations

ADOPTED: December 26, 1996

AMENDED: January 15, 2015

October 15, 2015

January 23, 2025

The Superintendent of Schools shall establish an accountability system to obtain high levels of student achievement. The system shall include a database, individual school standards, yearly benchmarks to be achieved and regular reporting of school results. Principals shall be trained in understanding school demographics, cultures, interpreting data, school standards, and strategies for improving school results.



LEGAL REFERENCE:

Idaho Code Section

ADOPTED: December 26, 1996

AMENDED: October 15, 2015

Effective administrators are responsible for the collective success of their schools, including the learning, growth, and achievement of both students and staff. The board adopts this policy for principal performance evaluations which utilizes multiple measures that are research based and aligned to the minimum applicable state adopted standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

DEFINITIONS

“Principal” is an employee assigned to administrative duties as a principal or vice principal, has met all of the school principal endorsement requirements for Pre-K-12, and has been issued an administrator certificate with a principal endorsement.

PURPOSE OF EVALUATIONS

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

RESPONSIBILITY FOR AND MONITORING OF EVALUATION PROGRAM

The superintendent or designee will be responsible for evaluating and monitoring principal performance and ensuring the district’s principal evaluation program is implemented fairly and efficiently. The superintendent’s responsibility for the principal evaluation program will include:

1. Creating and implementing a plan that includes funding, for the ongoing training and professional development for principals, including evaluation standards, forms, procedures and processes, together with a plan for collecting and using data gathered from evaluations. Additional staff training and professional development opportunities will be provided throughout the year on an as needed basis to provide principals with the tools necessary to be effective administrators;
2. Creating a plan for ongoing review of the district’s evaluation program that includes obtaining input from teachers, administrators, parents/guardians and other interested persons;
3. Creating a procedure for remediation for principals that receive evaluations indicating that remediation would be an appropriate course of action;
4. Creating an individualized rating system for how principal evaluations will be used to identify proficiency and record growth over time with a minimum of three rankings used to differentiate performance of principals as follows:
 - a. Unsatisfactory = 1;
 - b. Basic = 2;
 - c. Proficient = 3;
 - d. Distinguished = 4.

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

All individuals responsible for appraising, observing, or evaluating principal performance will be trained as required by the Idaho State Department of Education (SDE). Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

EVALUATION CRITERIA

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

1. **Domain 1: School Climate.** An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. An educational leader articulates and promotes high expectations for teaching and learning while responding to diverse community interest and needs.
 - a. **School Culture:** Principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors.
 - b. **Communication:** Principal is proactive in communicating the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
 - c. **Advocacy:** Principal advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement.
2. **Domain 2: Collaborative Leadership.** An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The educational leader uses research and/or best practices in improving the education program.
 - a. **Shared Leadership:** Principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.
 - b. **Priority Management:** Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.

- c. Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.
 - d. Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.
 - e. Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability self and others.
3. **Domain 3: Instructional Leadership.** An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The educational leader provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.
- a. Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.
 - b. Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn.
 - c. High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.
 - d. Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching, Second Edition. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.
 - e. Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher/principal effectiveness.
 - f. Recruitment and Retention: Principal recruits and maintains a high quality staff.

SOURCES OF DATA

Each principal will be required to demonstrate proficiency in conducting observations and evaluating effective teacher performance as part of his or her evaluation in addition to the following components:

Professional Practice.

All principals will receive an evaluation in which a majority of the summative evaluation results are based on Professional Practice standards aligned to the domains and components identified

within the evaluation criteria section of this policy. At least one (1) of the following will be included as a measure to inform the Professional Practice portion of all principal evaluations:

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

Student Achievement. All administrators will receive an evaluation in which part of the summative evaluation results are based on objective measures of growth in measurable student achievement, as defined in Idaho Code §33-1001. This portion of the evaluation may be calculated using current and/or immediate past year’s data and may use one (1) or both years data, as determined by the board of trustees. Growth in student achievement may be considered as an optional measure for all other school based and district based administrators, as determined by the board.

EVALUATION PROCEDURES

To ensure that all principals are evaluated on a fair and consistent basis, each principal will be evaluated at least once annually no later than June 1 of each year. The evaluation will include a minimum of two (2) documented observations, one (1) of which will be completed prior to January 1 of each year.

Prior to the start of the school year, the principal 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 principal’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 principal of the factors that will be utilized in measuring effectiveness.

Prior to January 1, the evaluator will conduct a documented observation and provide feedback on the principal’s performance for the year thus far. The evaluator will also review and discuss progress toward the principal’s professional growth plan and work with the principal to make adjustments accordingly.

At the end of the year, the evaluator and principal will review and discuss the principal’s professional growth plan and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the principal’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 principal’s formal written performance evaluation has been completed.

COMMUNICATION OF RESULTS

A copy of each written evaluation will be submitted to the principal within five (5) school days following the formal evaluation. The superintendent or designee will also schedule a meeting with the principal to review the evaluation, discuss specific corrective action if warranted, and identify goals for the principal to reach before the next performance evaluation. The principal will be notified during the meeting of the right to file a written rebuttal/appeal of any portion of the evaluation consistent with this policy.

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

PERSONNEL ACTIONS AND REMEDIATION

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 consistent with district policy and Idaho law;
4. Reassignment;
5. Immediate discharge (where a period of probation is not required as determined below);
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.

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

The evaluator will work with the principal 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 principal's performance.

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

APPEAL

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation which states the specific content of the evaluation with which the principal disagrees, the reason(s) for disagreement, and the amendment to the evaluation requested. Such rebuttal/appeal must be received within seven (7) days from the date of the evaluation meeting. The superintendent will provide the principal with a written response within ten (10) working days either amending the evaluation as requested or stating the reasons why the request is rejected. If the superintendent amends the evaluation as requested, the amended copy of the evaluation will be provided to, and signed by, the principal and retained in the principal’s personnel file. If the superintendent declines to amend the evaluation as requested, the evaluation, together with the written rebuttal/appeal and the superintendent’s response, if any, will be retained in the principal’s personnel file.



LEGAL REFERENCE:

Idaho Code Sections

74-101, *et seq.* – Records Exempt from Disclosure

33-513 – Professional Personnel

33-518 – Employee Personnel Files

33-1001 – Definitions

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.015.03 – Administrator Certificate

08.02.02.121 – Local District Evaluation Policy – School Administrator

ADOPTED: December 26, 1996

AMENDED: February 27, 2014

October 15, 2015

November 17, 2016

July 26, 2018

February 19, 2020

January 23, 2025

All billing of administrators' expenses for travel, lodging, and food for district-related activities must receive the superintendent's advance approval.

Travel outside the state of Idaho must have prior approval of the superintendent for expenses to be reimbursed to the administrator. Out-of-state travel must be by the least expensive means possible.

This school district follows the state guidelines for meals per diem, lodging, and mileage reimbursement.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: December 26, 1996

REVIEWED: October 15, 2015

The board has the right to reassign administrative employees on a contract to non-administrative positions with appropriate reduction of salary from preexisting salary levels. In the event the board reassigns an administrative employee to a non-administrative position, the board will give the employee written notice with a statement of the reasons for the reassignment. The employee, upon written request to the board, will be entitled to an informal review of that decision.

For the purposes of this policy, “administrative employees” are defined as all certificated staff in administrative or supervisory positions within this district (i.e., principal, assistant principals, director of special services, etc.). This definition does not include the superintendent.



LEGAL REFERENCE:

Idaho Code Section 33-515

ADOPTED: March 22, 2001

AMENDED: December 16, 2010
December 8, 2011
January 23, 2014

REVIEWED: October 15, 2015

To support the board's goal of employing the best qualified personnel to staff district schools, the board may employ retired employees who leave the district in good standing according to the following guidelines:

1. The district may employ a person previously employed as a school district or charter school administrator, instructional staff, pupil service staff, certificated teacher, professionally endorsed staff, person qualified to drive school buses, and school resource officers who are receiving retirement benefits from the public employee retirement system of Idaho (PERSI), except those who received benefits under the early retirement program previously provided by the state in positions requiring such certification (i.e., the now-repealed Idaho Code §33-1004G). These employees are referred to herein as "retiree" or "retirees." In addition, effective until June 30, 2026, the district may hire individuals who retired from any PERSI-eligible employer prior to January 1, 2022, so long as the individual retired on or after age 55, and so long as the individual acknowledges they may not accrue additional retirement benefits. All such employment under Idaho Code §59-1356(5) must end on or before June 30, 2026.
2. Retirees will be employed "at-will" and in accordance with the Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction and which expires at the end of every school year.
3. Any employment contract between the retiree and the school district will be separate and apart from the collective bargaining agreement of the school district.
4. Retirees employed consistent with this policy and Idaho law will accrue one (1) day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave is negotiated between the candidate and the school district at the time of employment. No sick leave accrued while employed under Idaho Code §33-1004H qualifies for unused sick leave benefits under Idaho Code §33-1228.
5. School districts are not required to provide health insurance or life insurance benefits to reemployed retirees hired consistent with this policy. Post-termination benefits may be negotiated between the district and the certificated employee at the time of rehiring but in no event can the parties affect or attempt to affect the provisions governing PERSI.

REHIRING OF SUPERINTENDENT

A superintendent rehired under this policy has the authorization to attend, at district expense, all meetings of the Idaho State Board of Education or the Idaho State Superintendent of Public Instruction to which the superintendent is invited. The district will also reimburse the superintendent for additional reasonable travel expenses for travel required by the district to fulfill

his or her job responsibilities, including attendance at conferences, workshops, and other professional meetings. Travel and the payment of expenses must be preapproved by the board.



LEGAL REFERENCE:

Idaho Code Sections

- 33-513 – Professional Personnel
- 33-1004H – Employing Retired Teachers and Administrators
- 33-1228 – Teachers; Severance Allowance at Retirement
- 59-1302 – Definitions (School Employee)
- 59-1356 – Reemployment of Retired Members

ADOPTED: February 19, 2020

AMENDED: October 23, 2025

The general policy for convention attendance for school administrators is to allow two (2) elementary administrators and two (2) secondary administrators to attend a national convention each year as per administrative guidelines.

In those years when a school administrator is not attending a national convention, attendance at a state convention is permitted. In the event that a state convention is held less than sixty (60) miles from Blackfoot, more school administrators may attend with the permission of the superintendent.

District level administrators (excluding the superintendent) shall be allowed to attend a national convention every other year for an organization in which they hold membership. State conventions may be attended on years that the district administrator does not attend a national convention. Exceptions to this policy may be granted by the superintendent

The Superintendent may request that an administrator or administrators attend a convention that focuses on a district objective rather than the administrator(s) attending a national convention.

If funding is not available to finance the attendance at national conventions, the superintendent shall have the authority to deny requests for administrators to attend national conventions.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: December 26, 1996

REVIEWED: October 15, 2015

The board of trustees of this district will annually adopt and implement a school calendar which will be based on a minimum number of instructional hours as follows:

<u>Grades</u>	<u>Hours</u>
9-12	990
4-8	900
1-3	810
K	450
Alternative Schools (any grades)	900

Instructional hours may include school assemblies, testing, and other instructionally related activities directly involving students. Instructional hours will not include transportation to and from school, time between classes, recess, and lunch periods.

The board will provide access to the minimum annual required instructional hours for all district students, even if the student is enrolled in a multiple shift program.

The board may reduce the annual required instructional hours as follows:

- a) Up to a total of twenty-two (22) hours to accommodate staff developmental activities conducted on such days as the board deems appropriate;
- b) Up to a total of eleven (11) hours for emergency school closures due to adverse weather conditions and facility failures; and
- c) Up to an additional total of eleven (11) hours for 12th grade students.

Student and staff activities related to the opening and closing of the school year, grade reporting, program planning, staff meetings, and other classroom and building management activities will not be counted as instructional hours and will not be used to reduce the annual required instructional hours.

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

When districtwide school closures are necessary as a result of natural occurrences creating unsafe conditions for students, and a county or state disaster declaration has been issued for one (1) or more of the counties in which the district is located, the district may seek a waiver of the minimum number of instructional hours set forth above from the State Board of Education. Any such waiver request will include a description of the efforts by the school district to make up lost instructional hours, the range of grades impacted, and the number of hours the district is requesting be waived.

In no case will the district combine the following reduction of instructional hours in a single school year:

- (a) The instructional time requirement for 12th grade students;
- (b) An exemption approved by the State Superintendent of Public Instruction for individual building closures for unforeseen circumstances; and
- (c) A waiver approved by the State Board of Education for Districtwide closures due to unforeseen circumstance when a county or state disaster declaration has been issued.



LEGAL REFERENCE:

Idaho Code Sections
33-506
33-512

ADOPTED: June 26, 1997

AMENDED: September 26, 2002
May 14, 2018
December 13, 2018

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

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

Upon approval by the board, up to eleven (11) hours of emergency school closure due to adverse weather conditions and/or facilities failures may be reduced from the annual instructional hour requirements.

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

If appropriate, the board will request an exemption to the required instructional hours, or the reduction thereof, from the state superintendent of public instruction for all schools within the district when districtwide school closures are necessary as a result of natural occurrences creating unsafe conditions for students and when a county or state disaster declaration has been issued for one or more counties in which the district is located. Any such waiver request will include a description of the efforts undertaken by the district to make up lost instructional hours, the range of grades impacted, and the number of hours the district is requesting be waived.



LEGAL REFERENCE:

Idaho Code §33-512(1)

ADOPTED: June 26, 1997

AMENDED: October 15, 2015
February 19, 2020

In light of the integral role that school districts play in protecting the health and safety of the district's employees, students, and their families, and the resource that school facilities may provide in the community, the board of trustees adopts this policy regarding readiness and response to emergency situations in the local community, such as an influenza pandemic, or other health emergency, or a state or national emergency.

LIAISON WITH GOVERNMENT AGENCIES

The superintendent will appoint a designee(s) to act as the liaison with the local district health department relative to state and regional planning to provide for the health and safety of the citizenry in times of a health emergency. As determined appropriate, district personnel will participate in necessary training as made available by state and regional agencies.

The superintendent will appoint a designee or designees to act as the liaison(s) with state and local law enforcement personnel and/or public safety officials to provide for the safety and security of students, district personnel, and patrons in times of a state or national emergency as declared by the Governor or President.

EMERGENCY PLAN

The superintendent or designee(s) will prepare an emergency plan to address the potential contingencies that may occur in such emergencies. The board will approve the emergency plan and review it annually.

The emergency plan will address the ongoing operation of the district schools during an emergency and will allow the district to coordinate response efforts with local and regional agencies. The components of the emergency plan will include, but are not limited to, the following:

1. Continuity of educational programs;
2. Alternative means for continuing educational programs, in the event of school closure;
3. Continuity of extracurricular programs, if appropriate;
4. Continuity of essential operations, such as, but not limited to, payroll and the supply of necessary utilities, including drinking water and sanitation;
5. Effective communications with students, parents, and employees, ensuring language, culture, and reading level appropriateness in communications;
6. Effective infection prevention procedures to help limit the spread of disease;

7. First aid/nursing/counseling services for those who become ill or are otherwise impacted while at school;
8. Use of district facilities by state and regional agencies;
9. Reporting absenteeism to the local district health department, as may be required; and
10. Provide for the security of school facilities.



LEGAL REFERENCE:

<https://www.cdc.gov/flu/school/index.htm> (includes guidance for school administrators to help reduce the spread of seasonal flu among students and staff in K-12 schools)

Idaho Public Health Preparedness Program

(healthandwelfare.idaho.gov/Health/ReadyIdaho/tabid/1613/Default.aspx)

ADOPTED: November 16, 2006

AMENDED: December 20, 2007
October 15, 2015
December 13, 2018

The board recognizes the need of its employees, particularly its administrative staff, to have periods of relief from their duties and provides for annual paid vacation periods. It is the intent of the board that vacation will be used annually in accordance with the schedule approved by the superintendent for all staff on 12-month contracts. All personnel are encouraged to use their vacation during a contract year.

Vacation time will be granted to employees according to the following schedule:

Superintendent--as specified by the Board of Trustees		
District administrators	(12 months--220 days)	15 days
District Office secretaries	(12 months--220 days)	15 days

Administrators may have no more than thirty-eight (38) vacation days during the current fiscal year and year-round classified staff members may have no more than thirty (30) vacation days during the current fiscal year. Although the board encourages district administrators to use their vacation during the contract year, they understand that the nature of these positions could create situations in which district administrators' vacation days exceed the yearly thirty-eight (38) day limit. If this situation arises, the superintendent will notify the board at the annual July board meeting at which time the board will approve/disapprove payment for excess unused vacation days.

No administrator or classified staff member may have more than the maximum number of accumulated vacation days as of the last day of their individual contract year. Upon retirement, resignation, or termination, an administrator or classified staff member will only be reimbursed for the maximum number of 18 vacation days.

The district office will be open for business every working day that is not a holiday as designated by board policy. Administrators will not be required to work on the following holidays designated by board policy: Labor Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day, Good Friday (when school is not in session), Memorial Day, and July 4 (2 days).



LEGAL REFERENCE:

Idaho Code Section 33-506; 33-1216

ADOPTED: December 26, 1996

REVISED: December 17, 1998;
September 26, 2002
December 18, 2003
April 19, 2007
June 18, 2015
October 15, 2015
October 20, 2018
October 22, 2020
May 20, 2021

School holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Memorial Day, and Independence Day. No school sessions shall be held on these days. Other specified state holidays, if falling on a school day, shall be observed with appropriate ceremonies. Martin Luther King/Idaho Human Rights Day shall be commemorated by the schools of the district.

Each school in session on Veteran's Day shall conduct and observe an appropriate program for at least one class period remembering and honoring American veterans.

A day during the month of April in each year, designated as Arbor Day, may be observed by such exercises as will encourage the planting, preservation, and protection of trees and shrubs.



LEGAL REFERENCE:

Idaho Code Sections 33-512
33-1606

ADOPTED: June 26, 1997
May 20, 2021

REVIEWED: October 20, 2016