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## **SECTION 200**

### **DISTRICT ADMINISTRATION**

#### **201.0 ADMINISTRATIVE SELECTION PROCEDURES**

##### **PURPOSE**

The basic purpose of the selection of administrative personnel shall be to fill vacancies with individuals who will best serve and enhance the quality of education in the Culdesac Joint School District No. 342.

It is goal of the Board that the administrative organization:

1. provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board;
2. provide effective and responsive communication with staff, students, parents and other citizens; and
3. foster staff initiative and rapport.

The District's administrative organization shall be designed so that the District is a single system guided by Board policies which are implemented through the Superintendent. Principals and other administrators are expected to administer their facilities in accordance with Board policy and the Superintendent's rules and procedures.

**Reviewed & Adopted: July 9, 2008**

#### **201.1 - Selection**

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy. The selection procedures for the position of Superintendent shall be the sole responsibility of the Board of Trustees.

**Reviewed & Adopted: July 9, 2008**

## **201.2 - Appointment of the Superintendent**

The Board of Trustees shall appoint a Superintendent of the Culdesac Joint School District No. 342. The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

1. Term of employment. The contract of the Superintendent shall be for a term of 1-3 years.
2. Salary. The salary of the Superintendent shall be fixed by the Board of Trustees.

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

**Reviewed & Adopted: July 9, 2008**  
**Adopted August 10, 1987**

## **202.0 ADMINISTRATIVE REGULATIONS**

### **202.1 - Superintendent Responsibility**

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the School Board and the District in all administrative matters with the exception of suspending or discharging certified personnel. The Superintendent is also authorized to develop administrative procedures to implement other Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **202.2 - Review Process Before Implementation**

Prior to the implementation of any regulation affecting the daily operation of any school, the Superintendent will have that regulation reviewed by the appropriate administrative staff.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **202.3 - Board Review of Regulations**

The Board may review any administrative regulation and recommend revisions if they feel the regulation is not in harmony with the adopted policy or applicable law.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

## **203.0 THE SUPERINTENDENT OF SCHOOLS**

### **203.1 - Superintendent's Overall Job Goal**

The Superintendent's overall job goal is to provide leadership in developing, achieving, and maintaining the educational programs and services of this school district, and to administer, supervise (or cause to be administered and supervised) all activities of Culdesac Joint School District #342.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **203.2 - Superintendent Performance Responsibilities**

**203.2.01** To recommend for adoption school district goals, policies, and organizational procedures and present (or cause to be presented) facts and explanations necessary to assist the Board of Trustees as it monitors school district performance.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.02** To supervise the management, organization of staff, and evaluation of program and staff. To formulate district needs, goals, and rules that help carry out the mission of the school district. To provide the Board of Trustees with timely and pertinent information and attend and participate in all meetings of the Board of Trustees unless excused.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.03** To supervise the educational, extracurricular, and other programs of the district by monitoring state-mandated exit standards, relevant requirements of other governing bodies, and recommending programs that attempt to meet established community expectations.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.04** To prepare and recommend the annual budget for adoption by the Board of Trustees based on priorities and long range forecasting, and supervise the accounting, control, and purchasing activities in an ethical manner.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.05** To recommend for appointment, employment, or dismissal, any and all employees of the Board of Trustees. To develop written employment policies, procedures, job descriptions, in-service training programs, compensation plans, and evaluation format for all employees. To advise the Board of Trustees during collective bargaining, and supervise the negotiated agreement.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.06** To oversee the total support operations of the district (plant operations, building and grounds maintenance, transportation, food services, and office management), and to propose planning and development of facilities based on established needs and successes of School District #342.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.07** To represent the schools before the public, and provide and present through cooperative leadership, both within and without the school, such a program of publicity and public relations as may keep the public and staff informed as to the activities, needs, and successes of School District #342.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.08** To develop his/her own leadership skills by attendance at appropriate professional meetings at the local, state, and national levels.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.09** To act on his/her own discretion if necessary in any matter not covered by Board of Trustees policy, report such action to the Board of Trustees as soon as practicable, and recommend policy in order to provide adequate guidance in the future.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

**203.2.10** To perform such other tasks as may from time to time be assigned by the Board of Trustees.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**

### **203.3 - Superintendent Evaluation and Contract**

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent. The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's mission and policies. Salary shall be determined by the Board of Trustees. Negotiations may continue until mutual agreement has been reached. The Superintendent of Schools will be evaluated annually on or before the regularly scheduled December board meeting, and serve on a contractual basis at the pleasure of the Board of Trustees according to the terms and conditions of the contract.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: April 24, 2000**



## **204.0 PRINCIPAL**

### **204.1 - Principal's Overall Job Goal**

The principal shall exemplify the qualities of an educational leader and shall be responsible for the total operation of the program (elementary and/or secondary) to which he/she is assigned.

**Reviewed & Adopted: July 9, 2008**

### **204.2 - Principal Performance Responsibilities**

**204.2.01** Supervises staff members designated by the Superintendent of Schools.

**204.2.02** Shall be in charge of all employees, both professional and non-professional, either on a full or part-time basis assigned to his/her school.

**204.2.03** Shall be responsible for implementing general policies of the school system and directives from the Superintendent.

**204.2.04** Shall, or shall cause to have, the curriculum of his/her assigned school continuously evaluated and upgraded.

**204.2.05** Shall personally or shall cause to have evaluated the professional staff of his/her assigned school on or before March 1 of any school year and make recommendations for renewal or non-renewal of teacher contracts for the next year.

**204.2.06** Shall submit during the spring of each year a schedule of classes and tentative teacher assignments for the next school year to the Superintendent for approval.

**204.2.07** Shall, or shall cause to have, submitted to the Superintendent all reports as directed by the Superintendent.

**204.2.08** Shall, or shall cause to have, maintained the records of students as prescribed by board policy and the State Department of Education.

**204.2.09** Shall be responsible to see that programs and assemblies meet school policies.

**204.2.10** Shall be responsible for his/her building, discipline of pupils, and conferences between student, parents, and teachers.

**204.2.11** Shall perform other duties as assigned by the Superintendent.

**204.2.12** Establishes and maintains an effective learning climate in the school.

**204.2.13** Keeps the Superintendent informed to the school's activities and problems.

**204.2.14** Assists in the management and preparation of the district budget.

**204.2.15** Attends special events held to recognize student achievement, and supports school sponsored activities, functions, and athletic events.

**204.2.16** Assumes responsibility for the attendance, conduct, and maintenance of health of students.

**204.2.17** Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publication, and discussing problems of mutual interest with others in the field.

**204.2.18** Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.

**204.2.19** Assists in the In-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

**204.2.20** Plans and supervises fire drills and en emergency preparedness program.

**204.2.21** Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.

**204.2.22** Assumes responsibility for official school correspondence as per duties assigned.

**Reviewed & Adopted: July 9, 2008**

### **204.3 - Principal Evaluation**

Performance of the job will be evaluated by the Superintendent annually.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: March 9, 1994**

## **205.0 SUPERVISOR OF SCHOOL FOOD SERVICES**

The Supervisor of school Food Services shall be the Supervisor of all food services of the Culdesac School District. He/she shall be directly responsible to the Superintendent and be responsible for the following:

**205.1** Supervise the preparation of a well-balanced school lunch program for the students of Culdesac School District No. 342.

**205.2** Keep accurate and complete records of all meals, types of menus, and all necessary information related to school food services.

**205.3** Cooperate fully with the Idaho State Department of Education and other governmental agencies in all matters related to school hot lunch programs.

**205.4** Collect all monies derived from the school lunch project and maintain a complete and accurate accounting of all such monies.

**205.5** Maintain a central area for the distribution of food to the program.

**205.6** Make a monthly financial report on all aspects of the Department of School Lunch to the Superintendent.

**205.7** Employ, with the approval of the Superintendent and supervise all employees of the School Lunch Program.

**205.8** Confer with the Superintendent regarding lunchroom problems.

**205.9** Confer with the Superintendent regarding the repair and improvement of kitchen and lunchroom facilities.

**205.10** Submit the accounts of the Department to Federal and State auditors when required.

**205.11** Submit the accounts of the Department to private auditors when designated by the Board of trustees.

**205.12** Construct policy for board approval covering free and reduced lunch cost of regular lunch program.

**205.13** Be responsible for purchase of all food products at the lowest prices available under the direction of the Superintendent.

## **205.14 – Supervisor of School Food Services Evaluation**

Performance of the job will be evaluated by the Superintendent annually.

**Reviewed & Adopted: July 9, 2008**

**Adopted: June 11, 1997**

## **206.0 SUPERVISOR OF TRANSPORTATION AND SAFETY**

The Supervisor shall:

**206.1** Establish routes and times for all bus transportation of pupils.

**206.2** Arrange for the safety checks for all school buses.

**206.3** Approve all bus drivers for vehicles used in School District No. 342.

**206.4** Arrange for contracts with individuals where transportation may be provided for pupils but is not practical in the normal operation of school buses.

**206.5** Such contracts must be approved by the Board of Trustees.

**206.6** Arrange for contract with private transportation when their services are necessary to carry pupils.

**206.7** Arrange for contract with private transportation of extra-curricular groups, which are attending events sanctioned by the Board of Trustees.

**206.8** Arrange for transportation, when necessary, of teachers and pupils making approved field trips.

**206.9** Arrange for transportation, when necessary, of teachers and pupils making approved field trips.

**206.10** Arrange for transportation, when necessary, of pupils participating in special projects such as Head Start.

**206.11** Prepare a budget for pupil transportation services.

**206.12** Represent Culdesac School District No. 342 on all committees and studies related to the safety of children within the area of the Culdesac School District No. 342.

**206.13** Execute special assignments as directed by the Board of Trustees. Report to the Board of Trustees at regular intervals.

## **206.14 – Supervisor of Transportation and Safety Evaluation**

Performance of the job will be evaluated by the Superintendent annually.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **207.0 SAFETY**

It is the intent of the Culdesac Joint School District No. 342 to make every effort that is reasonable to minimize accidents to students, employees, and general public while on school district property. Reasonable efforts shall be made to provide and maintain safe conditions of operation, both in the physical plant and equipment. Safe practices shall be adhered to in all matters of instruction, both to students and employees.

The various divisions and departments shall be aware that it is necessary, from time to time, to gather data which will be useful in creating a safer environment and in providing a basis for corrective action.

Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

The Superintendent shall develop regulation and procedures necessary to implement all the elements of this policy.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **208.0 INSTRUCTIONAL SUPPLIES AND EQUIPMENT**

The Superintendent and administrative staff shall establish and implement the necessary regulations and procedures to insure the selection and purchase of instructional supplies and equipment of the quality and amount to facilitate the development, maintenance, and evaluation of authorized instructional programs. Education programs supported by Federal and other funds shall be provided with the same quality and amount of instructional supplies and equipment as other district authorized programs.

The administrative staff shall establish programs designed to provide efficient management, needed replacement, and effective standardization.

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

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

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

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

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

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

**Reviewed & Adopted: July 9, 2008**

## **209.0 CLASS SIZE \ DISENROLLMENT**

Regular full time students will be given priority for enrollment at the start of each semester.

If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student when a regular full time student transfers into the school during the semester, the District normal enrollment procedure shall remain the same and the nonpublic student may not be disenrolled to provide space for the full time student.

The district will strive to achieve ratios consistent with the following state class size ratio goals:

<u>Grade Level</u>	<u>Number of Students</u>
Grades 1, 2, 3	20
Grades 4, 5, 6	26
Junior High	160 per teacher
High School	160 per teacher

At the elementary level, a class shall be considered overloaded when it exceeds the following number of students:

1<sup>st</sup> Grade - 22  
Second (2<sup>nd</sup>), Third (3<sup>rd</sup>) Grades - 25  
Fourth (4<sup>th</sup>) – Sixth (6<sup>th</sup>) Grades - 30

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

**Idaho Code: 33-203(1)**

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 11, 1995**

## **210.0 CLUBS AND ORGANIZATIONS**

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

### **Definitions:**

As used in this policy:

- (a) "School" shall mean any school in the Culdesac Joint School District No. 342.
- (b) "Club" shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities.
- (c) "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school.
- (d) "Non-sponsored or non-curriculum Club" shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
- (e) "non-participating capacity" shall mean a person may not promote, lead or participated in any meeting.

The school within the district shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. The school and the school district shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

### **Equal Access Regulations**

The following general guidelines will be observed in approving, establishing, and operating student clubs at Culdesac Joint School District schools.



1. Each proposed club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The principal or designee will forward the request to the school district. The school district with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the school district. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 a.m. to 8:00 a.m., during the noon hour, and from 3:30 p.m. to 5:00 p.m. on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.
3. All clubs must comply with provisions of the school's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The principal, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

- A. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee.
- B. All activities of the club must have prior approval of the sponsor.
- C. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of the school district.

- D. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

- A. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control or regularly attend activities.
- B. Recognition by the Culdesac Joint School District of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members.
- C. The school or district's name will not be identified with the aims, policies, or opinions of the student organization or its members.
- D. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.
- E. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
- F. Every club must have a district employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity.
- G. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club.
- H. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the principal or designee.
- I. The Culdesac Joint School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

**Reviewed & Adopted: July 9, 2008**

## **211.0 SOCIAL EVENTS**

Elementary – Room parties are permissible and shall be approved by the teacher and the principal.

Secondary – School parties at the secondary level are to be after regular school hours, unless prior arrangements have been made by the advisors and the principal. All such school-sponsored parties shall be held on the school premises under the supervision of school personnel.

Dances sponsored by the school organizations shall be under direction of the sponsors of the organization's advisor(s) and at least one parent. High school dances shall close at or before 11:00 unless prior approval is granted by the advisors and principal to close at a later time.

Dances and parties must be scheduled with and approved by the principal of the school. Provisions must be made as to responsibilities for preparations, operation, and clean up details. All Culdesac High School dances are closed to the public and open to other schools only by invitation. Guest passes will be given for dates or individuals not in school. The person requesting the pass will be responsible for the carrier of the pass.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 14, 1991**

## **212.0 ASSEMBLIES AND PROGRAMS**

### **212.1 - Objectives**

- 104.0 To educate the members of the student body.
- 105.0 To unify the school.
- 106.0 To develop an aesthetic sense in pupils.
- 107.0 To develop self-expression.
- 108.0 To widen pupil interests.
- 109.0 To recognize publicly the proper achievements of school personnel.
- 110.0 To develop correct and courteous audience habits.

### **212.2 - Principles to be Fostered**

- Programs should have educational value.
- Programs should be designed for student interest.
- Wide participation of students should be encouraged.

### **212.3 - Things to be Avoided**

- Bar scenes.
- Drinking scenes.
- Smoking scenes.
- Dress, movement, or dialogue, which is suggestive or advocates drugs, alcohol or sex, swearing vulgarity, or any language which might be interpreted as degrading to a group or individual.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

### **213.0 PROGRAMS ON SCHOOL TIME**

No programs or activities shall be allowed in school during regular school hours when admission is charged to individual students. In cases of outside activities of community-wide interest permission for dismissal of pupils with tickets must be approved by the superintendent.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

### **214.0 MEETINGS**

#### **214.1 - Scheduling**

All events planned by any sponsor of a student group must be placed on the school calendar in the office and with the approval of the principal. This must be done by the sponsor and not by a student.

#### **214.2 - Class Meetings**

All designated sponsors shall be present at class meetings unless excused by the principal. Sponsors are responsible to insure that all class meetings be held according to the basic principles of parliamentary procedure. Class meetings will be held during designated times not during class time unless prior permission is granted by the principal.

#### **214.3 - Night Meetings**

All designated sponsors shall be present at class meetings unless excused by the principal. Sponsors are responsible to insure that all class meetings be held according to the basic principles of parliamentary procedure. Class meetings will be held during designated times not during class time unless prior permission is granted by the Principal.

#### **214.4 - Sunday Meetings and Travel**

Sunday meetings, activities, and travel of any school groups are prohibited without the Superintendent's approval.

Idaho Code 33-512(12)

**Reviewed & Adopted: July 9, 2008**

**Adopted: August 10, 1987**

#### **215.0 TRAINING RULES**

The training rules will be established and enforced by the coaches and school administration. The school board will be made aware of these rules.

The board of trustees will support training rules as enforced by the coaches and administration.

**Reviewed & Adopted: July 9, 2008**

**Adopted: August 10, 1987**

#### **216.0 Separation of Church and State**

##### **Student Religious Activity at School**

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

##### **Student Prayer and Discussion**

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

##### **Staff Members**

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

## **Graduation Ceremonies**

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

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

## **Baccalaureate Ceremonies**

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

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

## **Assemblies, Extracurricular and Athletic Events**

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

## **Student Religious Expression and Assignments**

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

## **Religion in the Curriculum**

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The

prohibition against teaching religion extends to curricular decisions that promote religion or religious beliefs.

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

### **Student Religious Clubs**

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

### **Distribution of Religious Literature**

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

### **Religious Holidays**

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

**Reviewed & Adopted: July 9, 2008**  
**Adopted: February 13, 1991**

## **217.0 COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

**Idaho Code 33-205, 33-1605  
Reviewed & Adopted: July 9, 2008**

### **217.1 Investigations and Arrests by Police**

All contact between the school and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or Superintendent.

- A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
- B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;



- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning;
- F. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.

**Reviewed & Adopted: July 9, 2008**

## **217.2 Sex Offenders**

The Culdesac Joint School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy.

### **Visitors to and Conduct on School Property**

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface District property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;

7. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee's directive.

### **Convicted Sex Offender**

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present.
2. Loiter on a public way within five hundred (500) feet of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, unless the person's residence was established prior to July 1, 2006.

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.

## **Sex Offender Registry Notification**

The Superintendent or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

## **Staff Notification**

At a quarterly meeting, the building principal shall disseminate sex offender registry information received. The principal shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code 18-8326. Employees who share registry information with others may be disciplined.

## **Enforcement**

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a sex offender violates this policy, school officials shall immediately contact law enforcement.

**Idaho Code 18-8323, 18-8324, 18-8326, 18-916, 33-512(11)  
Reviewed & Adopted: July 9, 2008**

## **218.0 THEFT OR DESTRUCTION OF SCHOOL PROPERTY**

The principal should handle acts of theft, forced entry, or destruction of school property in the manner most suited to the developing of respect for law and civic responsibility. This requires taking into consideration the age and background of the student, the specific nature of the offense and other circumstances, but does not allow condoning such actions in any way.

Any student who steals district property, enters a locked building or enclosure, or destroys or defaces any district property, shall receive prompt and decisive action. The student should be suspended an/or referred to the police, probation, or sheriff's department if circumstances warrant. The student shall not be allowed to continue in attendance unless the problem is satisfactorily resolved.

The student and his parents shall be held responsible within the limits of the law for restitution of the damage to district property. The law provides specifically that parents and students are responsible for instructional supplies and materials loaned to students. Minor damage may be dealt with by the principal in the manner judged most suitable with a report to the superintendent of schools. If the cost of the damage exceeds fifty dollars (\$50.00), and the parent does not voluntarily make repayment, a full report of the case shall be referred by the superintendent of schools to the county attorney for advice and assistance in making recovery.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **219.0 INQUIRIES ABOUT STUDENT FROM STRANGERS**

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent shall implement this policy and State and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

**20 U.S.C. § 1232g**  
**34 C.F.R. 99 Family Educ. Rights and Privacy Act**  
**No Child Left Behind Act of 2001, P.L. 107-334**  
**Idaho Code 33-209, 32-717A**

**Reviewed & Adopted: July 9, 2008**

## **219.1 Notification to Parents and Students of Rights Concerning a Student's School Records**

*This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

The District will maintain a file for each student that shall contained the information, including but not limited to the following:

- basic identifying information
- academic transcripts
- attendance record
- immunization records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- special education files

verified reports or information from non-educational persons  
verified information of clear relevance to the student's education  
information pertaining to release of this record  
disciplinary information

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

**1. The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is

released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

name  
address  
gender

grade level  
birth date and place  
parents'/guardians' names and addresses  
academic awards, degrees, and honors  
information in relation to school-sponsored activities, organizations, and athletics  
major field of study  
period of attendance in school

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*

**6. The right to request that that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Reviewed & Adopted: July 9, 2008**



## **220.0 CULDESAC JOINT SCHOOL DISTRICT No. 342 – MANAGEMENT OF STUDENT EDUCATION RECORDS**

### **220.1 - General**

#### Maintenance of School Student Records

The District maintains shall maintain a record for each student that shall contain information, including but not limited to the following:

- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Information in student files shall be maintained for a period of \_\_\_\_ years after a student graduates or permanently leaves the District. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

#### **Access to Student Records**

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall

be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent shall be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities pertaining to violations of the Idaho Youth Court Act or criminal laws by the student.
12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.

14. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other person. The record of release shall include:
  - a. Information released or made accessible.
  - b. The name and signature of the records custodian.
  - c. The name and position of the person obtaining the release or access.
  - d. The date of the release or grant of access.
  - e. A copy of any consent to such release.

### **Directory Information**

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

### **Military Recruiters/Institutions of Higher Education**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

### **Records of Request And Disclosures (formerly 220.10)**

The District will maintain a list of any requests for or disclosures of the education record or of personally identifiable information there from. This list will be available for inspection and review by the parents or student upon request.

## **Student Record Challenges**

The parents may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefore;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

**20 U.S.C. § 1232g; 34 C.F.R. 99  
Idaho Code 33-209, 32-717A**

**Reviewed & Adopted: July 9, 2008**

## **220.2 - Personal Notes In Sole Possession**

Exempted from the definition of "Education Records" and hence not included in the rights of inspection and review are records of instructional, supervisory and administrative personnel of the District and educational personnel ancillary to those persons that are:

- a) Kept in the sole possession of the maker of the records;
- b) Are not accessible to or revealed to any other person except a temporary substitute for maker of the record.

Thus, a teacher or administrator, subject to the above conditions, can keep personal notes, diary or memorandum for personal reference. Note, however, that such records could be subpoenaed as part of the litigation process or in certain administrative procedures where power of the subpoena has been granted to the administrative body.

**Reviewed & Adopted: July 9, 2008**

### **220.3 - Obtaining Copy of Record**

A copy of the student's education record may be obtained by the parents or eligible student by requesting the same from the office of the Superintendent. The regulations provide that the District may deny the request for a copy of the record if it has a legitimate reason for doing so.

**Reviewed & Adopted: July 9, 2008**

### **220.4 - Cost**

A copy of the record will be furnished at the rate of \$.10 cents per page. A copy of the record will be furnished at no cost to the parents or eligible student if necessary to protect and provide the right to inspect and review the record.

**Reviewed & Adopted: July 9, 2008**

### **220.5 - Records Maintained, Location and Personnel Responsible Therefore The following information is maintained in the District's Education Records.**

TYPE OF RECORD	PLACE OF MAINTENANCE	RESPONSIBLE PERSON
Special Service	Resource Room	R.R. Teacher
Records	Speech Room	Speech Teacher
	Chapter I Office	Chapter I Teacher
		Counselor
Students"	District and	Superintendent
Attendance	Administrative Offices	Principal
Disciplinary,	Storage Room	Clerk
Academic, and	Teachers Room	Secretary
Other personal		Teachers
Records		Counselor

In compliance with Section 33-506, Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

District records shall be retained and/or disposed of as follows:

**DISTRICT RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>
<b>ADMINISTRATION—ATTENDANCE—Enrollment attendance data</b>	<b>3 yr</b>
<b>ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes</b>	<b>Not less than 8 months following election</b>
<b>ADMINISTRATION—BALLOTS FOR BOND ELECTIONS</b>	<b>a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election</b>
<b>ADMINISTRATION—CONTRACTS AND LEASES</b>	<b>AC +6 yr</b>
<b>ADMINISTRATION—GENERAL CORRESPONDENCE</b>	<b>3 yr</b>
<b>ADMINISTRATION—DONATION/GIFT RECORDS</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings</b>	<b>PM—Restricted Access</b>
<b>ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability</b>	<b>PM</b>
<b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>	<b>AC+3 yr</b>
<b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>PM</b>
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>
<b>APPEAL AND REVIEW RECORDS—Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.</b>	<b>PM</b>
<b>BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports and other reference material. Records are often compiled in a notebook for each member.</b>	<b>AC+3 yr</b> <b>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</b>
<b>BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.</b>	<b>PM</b>
<b>COMPUTER SYSTEMS-BACKUPS—Backups on tape, disk, cd, dvd, etc.</b>	<b>US or 1 year</b>

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact	<b>LA</b> —Life of Asset
<b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>PM</b> —Permanent
	<b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
CAUTION: Records stored in this format can be subpoenaed during litigation.	
<b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	<b>LA+3 yr</b>
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	<b>LA</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AC+1 yr</b>
<b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property	<b>3 yr</b>
<b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC+2
<b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE+3 yr</b>
<b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property	<b>PM</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs	<b>US+3 yr</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>AC+2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner
<b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>
<b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>	<b>1 yr</b>
<b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>	<b>1 yr</b>
<b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE+3 yr</b>
<b>FISCAL-ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>
<b>FISCAL-ANNUAL OPERATING BUDGETS</b>	<b>FE+3 yr</b>
<b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE+3 yr</b>
<b>FISCAL-CANCELLED CHECKS</b> —Stubs/Warrants/Drafts	<b>FE+3 yr</b>
<b>FISCAL-CAPITAL ASSET RECORDS</b>	<b>LA+3 yr</b>
<b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log	<b>FE+3 yr</b>
<b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property	<b>PM</b>
<b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year	<b>FE+3 yr</b>
<b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>
<b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.	<b>FE+3 yr</b>
<b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+3 yr</b>



**DISTRICT RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records	<b>AC+4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
<b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed
<b>FISCAL</b> —FEDERAL—USDA	<b>AC+3 yr</b> AC=submission of final expenditure
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+3 yr</b>
<b>FISCAL-GRANTS</b> —State and Federal	<b>AC+3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency
<b>FISCAL-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt
<b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>	<b>FE+3 yr</b>
<b>FISCAL-RECONCILIATIONS</b>	<b>FE+3 yr</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE+3 yr</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectible warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>
<b>LEGAL-LITIGATION FILES--</b>	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>
<b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances	<b>FE+3 yr</b>

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled
<b>PERSONNEL-BENEFIT PLANS</b>	<b>US+1 yr</b>
<b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE+3 yr</b> CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period
<b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC+3 yr</b> AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
<b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC+3 yr</b> AC=termination of employment
<b>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC+3 yr</b> AC=Termination of counseling
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay	<b>AC+3 yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US</b>
<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>AC+4 yr</b> AC=Termination of employment, with a minimum of 4 years

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks
<b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC+6 yr</b> AC=final decision on the grievance
<b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>AC+1 yr</b> AC=After hiring decision made
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+3 yr</b>
<b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status	<b>FE+3 yr</b>
<b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>
<b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>2 yr</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>
<b>PERSONNEL-PERFORMANCE APPRAISAL</b>	<b>2 yr</b>
<b>PERSONNEL-PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>
<b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater	<b>Date of hire +50 yr</b>
<b>PERSONNEL-PERSI TERMINATION RECORD</b>	<b>6 yr</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<b>2 yr</b>
<b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures	<b>PM</b>
<b>PERSONNEL-RESUME-UNSOLICITED</b>	<b>1 yr</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	<b>FE+3 yr</b>
<b>PERSONNEL-TIME CARD AND TIME SHEET</b>	<b>3 yr</b>
<b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE+3 yr</b>
<b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education	<b>AC+3 yr</b> AC=Termination of employment
<b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>	<b>3 yr</b>
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC+3 yr</b>
<b>PERSONNEL-W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>

## DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>PERSONNEL</b> —WORKER'S COMPENSATION POLICIES	<b>AC+10 yr</b> AC=expiration of policy
<b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District	<b>PM</b>
<b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE+3 yr</b>
<b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	<b>FE+3 yr</b> CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
<b>RECORDS MANAGEMENT</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	<b>PM</b>
<b>SAFETY-ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18
<b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>
<b>SAFETY-EVACUATION PLANS</b>	<b>PM</b>
<b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC+3 yr</b> AC=deficiency corrected
<b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	<b>PM</b>
<b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
<b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC+3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
<b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>
<b>SAFETY-WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>
<b>STUDENTS</b> —EDUCATION RECORDS—Student's name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>
<b>STUDENTS</b> —SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	<b>FE+5 yr</b>
<b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA+1 yr</b>
<b>VEHICLE-TITLE AND REGISTRATION</b>	<b>1 yr</b>

**DISTRICT RECORDS RETENTION SCHEDULE**

<b>Retention Codes</b>	
<b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact <b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	<b>LA</b> —Life of Asset <b>PM</b> —Permanent <b>US</b> —Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	<b>AC+3 yr</b> AC=End of term of volunteer or intern
<b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>

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

**Method of Destroying Official Records**

The district’s official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

**Idaho Code 33-701(8), 33-407, 33-508**  
**SDE Administrator’s Handbook 1.43**  
**Federal Regulation**  
**Idaho Records Management Guide, November, 2004**

**Reviewed & Adopted: July 9, 2008**

## **220.6 - Right to Seek Amendment of the Education Record**

If the parents or eligible student believes that information contained in the student's education record is inaccurate, misleading or otherwise violative of the privacy or other rights of the students, the parents or eligible student may request, in writing, that the record be amended by the District. The District will furnish a form for amendment, the Superintendent will decide whether to grant or deny the request and inform the parents or student of his/her decision.

If the request is granted in the whole or in part, the District will amend the education record consistent with the decision as soon as possible and destroy all non-conforming information.

If the request is denied in whole or in part, the District will advise the parents or eligible student of its decision and of the parents' or eligible student's right to a hearing pursuant to a formal challenge.

**Reviewed & Adopted: July 9, 2008**

## **220.7 - Right to Challenge**

The parents or eligible student may, at any time, formally challenge the accuracy or validity of information contained in the student's education record by filing a written Request for Hearing to challenge that record.

**Reviewed & Adopted: July 9, 2008**

## **220.8 - Administrative Hearing**

### **220.8.01 Notice of Intent**

If a parent or eligible student initiates a formal challenge to the record, the District will give the parent or eligible student written notice of the date, place and time of the hearing within fourteen (14) days after the receipt of the Request for Hearing. The hearing will be held within fourteen (14) days after receipt of the request for Hearing. In the event the parents or eligible student require additional time in which to prepare for the hearing, the school may grant such additional time as is reasonable to allow the parent or eligible student to effectively exercise his or her rights after receipt of a request for such extension.

The Board of Trustees, or its designee, will appoint a hearing officer to preside at the hearing and present recommendations to the Board. The appointee may be any person, including an official of the District, who does not have a direct interest in the outcome of the hearing. The board may elect to preside at the hearing and to receive testimony directly therein.

The parents or eligible student will be given a full and fair opportunity to present all relevant evidence, including witnesses, and may, at its own expense, retain counsel or other assistance to represent him or her at the hearing. The superintendent or other authorized agent or the District will present all relevant evidence, including witnesses, and may be assisted by counsel to the District.

A verbatim record of the hearing shall be made by tape recording or other suitable means. A copy of the transcript tapes may be provided to any requesting party, at his or her own expense.

Following the conclusion of the hearing, the hearing officer shall prepare a written recommended summary of the evidence, decision and reason for decision recommendation which, together with a copy of the transcript and accompanying documents, shall be submitted to the Board of Trustees for review and ratification. The hearing officer's recommendation shall include a summary of evidence presented at the hearing and a statement of the reasons for forming the basis of such recommended decision and shall be submitted to the Board within fifteen (15) days following the final submission of the matter.

If it is determined that the information challenged is in fact inaccurate, misleading or violative of the student's rights, the Board shall instruct the superintendent to amend the student's record and to advise the parents or eligible student, in writing, of the revision of the record. The parents or eligible student shall be advised of any action taken by the Board relative to the challenge.

If the amendment requested in the challenge is denied, the District shall advise the parents or eligible student and to advise them of their right to place a statement in the student's record explaining any reasons for disagreement with the Board's decision or otherwise commenting on the contested material.

The Statement of Explanation (or Statement of Record) will be placed in the student's permanent file and if the contested information is subsequently disclosed by the District, the explanatory statement shall accompany such disclosed information.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 11, 1995**

## **221.0 CONFIDENTIALITY OF HEALTH AND WELFARE INFORMATION**

School personnel involved in observation, examination, or evaluation of students, or in making related reports, shall not disclose to any person the name or address of a student with physical, mental, educational, or social handicaps, nor data resulting from such observation, examination or evaluation, except where such disclosure is duly authorized by school procedures or by a valid written request of the student's parent or guardian. Information in student personnel folders and in the health records shall be regarded as confidential, as well as all information deposited in the offices of the Culdesac Joint School District No. 342 and the director of Testing and Guidance.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **222.0 RELEASE OF INFORMATION ABOUT STUDENT Relations with Non-custodial Parents**

### **Access to Students**

The parent with whom the student primarily resides shall be recognized by the district as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions on custody or visitation, such as: 1.) a final divorce decree; 2.) interim orders (in the case that the parents are separated); or 3.) a restraining order, the non-custodial parent, upon written request may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the superintendent, which curtails these specific rights.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to



this provision. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately.

### **Access to Student Records**

Unless informed otherwise, the Culdesac Joint School District assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the superintendent, which curtails these specific rights. Otherwise, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports and have an opportunity to conference with the student's teacher(s).

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. The school district reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Federal Family Educational Rights and Privacy Act of 1974  
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR  
30802) regs. Implementing  
FERPA enacted as part of 438 of General Education Provisions Act  
(20 U.S.C. 1232G) – parent and student privacy and other rights  
with respect to educational records

**Reviewed & Adopted: July 9, 2008**

## **222.1 - Student Interviews, Interrogations or Arrests**

### **Interviews by School Administrators (Student Victims/Witnesses)**

When a violation of board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during the questioning of students.

### **Interrogations by School Administrators (Student Suspect)**

In situations where a student is suspected of violating board policy or school rule, the principal or designee may interrogate the suspected student without the prior consent of the student's parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

### **Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)**

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribe by law. However, district personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

### **Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)**

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the area administrator or district legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has

proper identification evidencing affiliation with an identified law enforcement agency. The principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. **In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.**

### **Arrests by Law Enforcement Officers**

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility for the student. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the area administrator or legal counsel.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. District personnel are not, however, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview"—The questioning of a student who may be a witness or victim of an incident.
2. "Interrogation"—The questioning of a student suspected of violating Board and/or District policy, school rule or criminal law.
3. "Reasonable Grounds to Suspect"—More than a generalized suspicion or a mere hunch, but not requiring certainty, that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.
4. "Probable Cause"—A set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

**Idaho Code 6-904(1), 16-1605, 16-1606, 16-1607, 16-1631, 20-516  
Idaho Attorney General Opinion 93-2**

**Reviewed & Adopted: July 9, 2008**

## **223.0 PUBLIC INFORMATION**

### Public Access to District Records

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

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics. A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

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

The \_\_\_\_\_ shall serve as “public records coordinator” with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy.

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

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to the District;
8. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence

relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;

9. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
  - a. The original data including, but not limited to, numbers, text, voice, graphics and images;
  - b. Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
  - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
10. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
11. Test questions, scoring keys, or other examination data used to administer academic tests;
12. Preliminary drafts, notes, recommendations and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the District in connection with any District action;
13. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
14. Records of buildings, facilities, infrastructures and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

However, the following records are subject to public inspection and/or copying:

All personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for

examination or copying. If it is determined by the District that a longer period of time is needed to locate or retrieve the public records, the District shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the District or the District's designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so. If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, the District shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

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

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

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, the District will charge 10¢ per page. The custodian may require advance payment of the cost of copying. Further the District reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

- (1) The District's cost of copying the information in that form;
- (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.

In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. A request for public records may be conducted by electronic mail.

Finally, the school district reserves the right to charge a uniform fee that does not exceed the School Districts direct cost of copying information for providing a duplicate of a computer tape, computer disc, microfilm or similar or analogous record system containing public record information.

Title 9, Chapter 3 Public Records

**Reviewed & Adopted: July 9, 2008**

## **224.0 SCHOOL POLICY GOVERNING THE COLLECTION, MAINTENANCE, USE AND DISSEMINATION OF INFORMATION**

### **224.1 - Privileged Information**

This includes information about family affairs, ethnic and racial background, psychological abilities and aptitudes, intellectual achievement, classroom performance, personal references, and discipline records.

Such information is collected in confidence concerning students of the district. Student transcripts of grades and credits earned will be kept for 50 years after graduation.

- Individuals shall be able to review such records for accuracy and completeness upon filing a request and waiting no longer than seven (7) days.
- A copy of information requested by the individual concerned may be obtained by written request no longer than seven (7) days after such request has been made – cost of the copy would be the requestee's.
- If an individual disagrees with information labeled privileged he may request corrections or amendments to such records and if appeal to correct or amend is refused they may then appeal to the Board of Trustees.
- Records pertaining to any identifiable person will contain as permanent inclusions any correction or amendment of that record which the subject may request or, failing that, any statement of disagreement with the record which the affected person may deem necessary. Disclosures of such records subsequent to the inclusion in them of amendments or statements of disagreement will include disclosure of the



amendments or statements prior to the date of a statement of disagreement, a copy of the statement of disagreement will be forwarded to the party to whom the disclosure was made.

- An affirmative effort will be made to inform people about what records pertaining to them are collected, maintained, used, and disseminated by the school. This can be done by publishing an index to or description of the records in question along with rules and procedures according to which people may gain access to records pertaining to them.
- Records pertaining to identifiable person which are obtained for a particular purpose will not be used or made available for any other purpose without the express consent of the affected person.
- Only that information about identifiable persons which is absolutely necessary and relevant for accomplishing a lawful purpose of the school should be collected. Care will be taken to assure that the information is current and accurate for its intended use. Whenever possible, such information will be collected directly from the school employee, parent, or adult student involved. And the affected person will be informed as to:
  - Why the information is being collected and where and in what form it will be maintained;
  - What use will be made of it, and by whom; and
  - What the consequences would be to him for refusing to give the requested information.
- Information about identifiable persons will be disclosed only to officers and employees of the school district who have legitimate educational or administrative need for the information in connection with the performance of their official duties. Disclosure to other parties should be made only pursuant to a written request or prior written consent of the person to whom the record pertains or to parties named in certain statutes which allow certain law enforcement or other personnel to have access to particular kinds of privileged records.
- A disclosure record will be maintained which shows the date, nature and purpose of each disclosure of a privileged record and the name and address of the person or agency to whom the disclosure is made. The disclosure record should be available to the person to whom the record pertains upon his request, and the disclosure record will be maintained for the life of the record itself.
- The school will provide for the administrative, technical, and physical security and integrity of any records maintained.
- The school will establish and disseminate written rules of conduct and procedure for persons involved with privileged information, written or verbal, and for instructing such persons with respect to such rules and the possible consequences for violating them.
- Each record will have an access log – which will be updated upon each use.
- A request form will be signed by the individual when they wish to see information listed privileged.
- A correction form will be filed by each individual when they feel a correction is necessary.

- All completed forms will be filed in the individual folder.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **224.0 USE OF STUDENT RECORDS IN AUTHORIZED TRAINING PROGRAMS**

Individuals in specialized training programs at the University level may have access to the confidential records of students, provided the use of such records is supervised by a fulltime, responsible employee of the Culdesac Joint School district No. 342 and permission for such use has been granted by the administrator directly responsible for such records.

Included within this regulation are the following training plans:

- Student Counselor Programs
- School Psychology Interns
- Student Teaching Program
- Administrative Interns
- Individual research by candidates for doctoral or master's degrees when permission for such studies has been granted by the administration.
- Any other training or study programs sponsored by an acceptable agency when specifically authorized by the Board of Trustees.

Access to student records by individuals in training programs may be revoked at any time when there is evidence that disclosure of confidential information has been made by a trainee.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**

## **225.0 SCHOOL DAY**

For the purpose of policy and clarification a "school day" shall be considered as 8:00 a.m. to 3:30 p.m. for all students unless specifically altered for a student who is married, pregnant, handicapped or considered a hardship case by the Board of Trustees.

**Revised & Adopted: December, 2015**  
**Reviewed & Adopted: July, 2008**  
**Adopted: August, 1987**

## **227.0 SCHOOL CALENDAR**

It shall be the responsibility of the superintendent to draw up a school calendar each year and present it to the Board of Trustees for their final approval. The school calendar shall establish the dates for opening and closing classes, teacher in-services, the length and dates of vacation, and the days designated as legal school holidays. The district staff will be consulted for their recommendations and suggestions. The school calendar shall comply with state regulations governing the number of actual school days.

**Reviewed & Adopted: July 9, 2008**

**Adopted: August 10, 1987**

## **228.0 EMERGENCIES**

All building administrators shall have their staffs oriented as to what to do in the following emergencies:

- Fire
- Civil defense
- Bomb threats
- Enemy attack
- Inclement weather
- Student illness
- Student injury

**Reviewed & Adopted: July 9, 2008**

**Adopted: August 10, 1987**

### **228.1 - Forward**

#### **Emergency & Disaster Preparedness**

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

#### **Development of Crisis Management Plan**

The School District will develop and maintain a Crisis Management Plan to act as a guide for school district board members, administration, staff, students, parents, and community members to address potential crisis in the school district.

The Crisis Management Plan will provide procedures for the school district and will be used prior to, during, or after any emergency situation.

## **228.2 - Definition**

The term crisis means a situation which is unusual or abnormal, and in which circumstances are such that the individual(s) involved is/are highly stressed and in need of assistance. A crisis may consist of elements of surprise, insufficient information, escalating flow of events, loss of control, intense scrutiny by the news media and the public, a siege mentality, and/or a short-term focus. Generally, there is no time to plan how to respond.

## **228.3 - Policy Statement**

The most efficient approach to crisis intervention is a district-wide team which will provide assistance to building administration, faculty, and students in the event of a crisis situation. The declaration of a crisis situation, and request for team assistance, will be determined by the building principal or designee.

The superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the Crisis Management Team, which shall include representatives of principals and site managers. The Crisis Management Plan will be maintained by the Principal working in conjunction with the Superintendent and the School Board.

The team may include any or all of the following: an administrator, school counselor, school psychologist, teachers, support personnel, secretary. Other trained members of the community may also be included as needed in a specific crisis situation. These other members may include parent(s), family services worker/mental health professional, physician, or private practitioner. Members will be chosen by the superintendent/crisis team on the basis of their training and ability to respond effectively in a crisis situation.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: December 11, 1996**

## **229.0 BOMB SCARES**

In the event of a bomb scare, the following procedure shall be adhered to:

1. The building principal will initiate the evacuation of the building. Evacuation must NOT be done by fire alarm, intercom, or other electrical devices.
2. Notify the police and fire department.
3. Allow return to the building only after approval is given by the police, fire department, and building principal.

**Reviewed & Adopted: July 9, 2008**

**Adopted: August 10, 1987**

## **230.0 DISCIPLINE: PUNISHMENT**

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can best be realized when pupils are happy, well adjusted, law abiding, and healthy young citizens. It is also realized that all children are not mentally and physically healthy. It is sometimes necessary for the schools to cooperate with other agencies whose primary objectives are to promote the mental and physical well-being of children and youth. This the district stands ready to do at all times.

Because there are health, welfare, and police departments as well as churches and, most important of all, homes, the district does not attempt to assume all the duties of these institutions.

When children are at school, or engaged in school-sponsored activities, the district assumes responsibility for their supervision.

The philosophy adopted by the district encourages positive thinking in connection with the children and youth. It is believed, however, that punishment, sometimes necessary for misconduct, can be of value in building character.

A teacher has a right to dismiss misbehaving students from his/her classes, but must do so under the following regulation: the offending student(s) must be sent directly to the principal, not simply "out of the room". Students sent from class by their teacher may be punished by detention after school for a period of one hour each day. Parents or legal guardians will be notified in writing of the student's dismissal and the reasons for the dismissal. Repeated dismissal from a particular class could result in a (3) to (5) day suspension from the class and/or school, and expulsion from the class and/or school.

All teachers and principals are urged to cooperate with parents. The district encourages parent associations to work with the schools in improving both the schools and the homes in their functions of education and child rearing.

Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, not only for the sake of the individuals who do not obey the laws and regulations of society generally- and the school particularly- but for the sake of other pupils. Disciplinary measures are to be carried out within the limits outlined.

1. The Principal and Discipline - The overall responsibility for the discipline and the welfare of the student is assumed by the principal. The principal shall handle extreme behavioral cases such as fighting, truancy, etc., and such cases might result in failing grades in citizenship.
2. The Classroom Teacher and Discipline – The primary responsibility for discipline rests with the classroom teacher. If the teacher is confronted with a situation he/she cannot handle or a situation so serious that it should be brought to the attention of the principal, he/she should not hesitate to take or send the pupils involved to the principal. A report should be sent to the office as soon as possible after a student is sent from class. It is suggested that a conference with pupil, teacher, and administrator be held if necessary. A child should never be told by the teacher that he cannot return to class. The principal makes the final determination of the assignment of students to classroom.
3. Corporal Punishment – Only after other methods of discipline have proven ineffective, should a child be administered corporal punishment.

The teacher shall send to the principal any student whose conduct calls for disciplinary action that may involve corporal punishment. When corporal punishment is deemed necessary, parents and guardians shall be notified before, or as soon as possible after corporal punishment is administered. A teacher shall be present when such punishment is administered.

Under no circumstances is a child to be punished about the head or face. This policy in no way prohibits a teacher from defending himself/herself if attacked by a student.

Judgment and discretion are to be used in all punishment; corporal or otherwise, and maximum use should be made of the district's school counseling and psychological services.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**  
**Revised: August 14, 1991**

### **231.0 DISCIPLINE: DETENTION**

Students may be required to serve detention time during recess, lunch and/or after school for disruptive behavior while under the supervision of school personnel.

All teachers and principals are urged to cooperate with parents and review special circumstances whenever detention is required.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 14, 1991**

### **232.0 DISCIPLINE: CONTROL OF DANGEROUS AND ANTI-SOCIAL BEHAVIOR**

The law charges every teacher and principal with maintaining order and discipline among students and provides that students who do not comply with reasonable rules may be suspended or expelled.

Actions taken to control and correct undesirable student behavior should take individual circumstances into account and be most concerned for the safety and educational welfare of the majority of students. It is the principal's responsibility to take actions as necessary to protect students and teachers from dangerous or socially detrimental actions of students. Where there is serious doubt, the student should be suspended until the question is resolved to the satisfaction of the principal. It shall be the duty of the principal to notify the superintendent of the suspension.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 10, 1987**