

**8000 SERIES
NONINSTRUCTIONAL OPERATIONS**

TABLE OF CONTENTS

Goals	8000
Transportation	8100
Extracurricular Transportation	8105
Extracurricular Transportation Liability Waiver	8105F
Safety Busing	8110
Maximum Drive Time	8115
Bus Routes, Stops and Non-Transportation Zones	8120
Transportation of Students with Disabilities	8130
Student Conduct on Buses	8140
Student Bus Rules	8140P
Unauthorized School Bus Entry	8150
District-Owned Vehicles	8170
District-Owned Vehicles Procedure	8170P
Driver Training and Responsibility	8180
Use of Wireless Communications Devices by Bus Drivers	8185
Emergencies Involving Transportation Vehicles	8190
District Vehicle Idling	8195
 Wellness	
Healthy Lifestyles	8200
District Nutrition Committee	8210
Food Services	8220
Water/Water Bottle Policy	8235
School Meals	8240
Guidelines for Food and Beverages Sold Individually	8250
Vending Machines	8260
Teacher-to-Student Incentive	8270
 Emergencies	
Emergencies / Disaster Preparedness	8300
Disaster Preparedness Procedures	8300P
School Crisis Response Team	8305
Automated External Defibrillators	8310
Automated External Defibrillators	8310P
Automated External Defibrillators	8310F(1)
Automated External Defibrillators	8310F(2)
Automated External Defibrillators	8310F(3)
Fire Drills and Evacuation Plans	8320
Emergency Drills Rules and Procedures	8320P
 Activity Trips	8400

<u>Risk Management</u>	8500
<u>District Safety</u>	8510
<u>Inspection of School Facilities / Emergency Evacuation Plan</u>	8520
<u>Property Damage</u>	8530
<u>District Asbestos Program</u>	8550
<u>Records Management</u>	8600
<u>Retention of District Records</u>	8605
<u>Health Insurance Portability and Accountability Act (HIPAA)</u>	8610
<u>Computer Software</u>	8700

Goals

8000

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

Policy History:

Adopted on: 10/15/07

Transportation

8100

The Board’s primary concern in providing transportation services to students is the safety and protection of the health of students.

The District shall provide transportation to and from school for a student who:

1. Resides at least one and one-half (1 ½) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student’s home¹ and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be); or
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board of Trustees, has another compelling and legally sufficient reason to receive transportation services, including the age or health or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board of Trustees may authorize children attending nonpublic schools to ride a school bus provided that space is available.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

Cross Reference:	8110	Safety Busing
	8120	Bus Routes, Stops and Non-Transportation Zones

Legal Reference:	I.C. § 33-1501	Transportation Authorized
	I.C. § 33-1503	Payments when transportation not furnished
	IDAPA 08.02.03.109	Special Education
	No Child Left Behind Act of 2001 (P.L. 107-110)	

Policy History:

Adopted on: 10/15/07

¹ A day care center, family day care home, or a group day care facility may substitute for the student’s residence for student transportation to and from school.

Extracurricular Transportation

8105

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

The determination as to whether to provide transportation for students, spectators or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

School district employees wishing to undertake independent arrangement, scheduling or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or Superintendent’s designee. School district employees will notify Superintendent or Superintendent’s designee of all transportation details and/or arrangements made after authorization. School district employees shall not use a personal vehicle to transport students.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

Cross Reference: 3380 Extracurricular and Co-Curricular Participation Policy
 8100 Transportation
 8105F Extracurricular Transportation Liability Waiver

Legal Reference: I.C. § 33-1501 Transportation Authorized
 I.C. § 33-512(12) Governance of Schools

Policy History:

Adopted on: 1/23/12

Maximum Drive Time

8115

To promote the safety of students riding in school buses, Joint School District No. 171 is implementing this policy concerning bus driver maximum drive time. It is the policy of the District that bus drivers, or any district employee providing transportation for students, shall adhere to the Federal Motor Carrier Safety Administration regulations. Currently those regulations provide a maximum of 10 hours of actual driving time. Drivers must have eight hours of continuous off duty time before long trips and cannot exceed 60 hours of driving in a week.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one-hundred (100) miles.

Cross Reference: 8100 Transportation

Other Reference: Idaho Department of Education, School Bus Driver Manual
Idaho Department of Education, Idaho's School Bus Driver Training
Classroom Curriculum

Legal Reference: I.C. § 33-1501 Transportation Authorized
I.C. § 33-1509(7) School Bus Drivers–Definition–Qualification-Duties

Policy History:

Adopted on: 10/15/07

Bus Routes, Stops and Non-Transportation Zones

8120

Each year, no later than the regular Board of Trustee's meeting in August, the Superintendent or designee shall present their recommendation for bus routes, school safety busing zones and non-transportation zones to the Board of Trustees. The Board of Trustees shall consider student health and safety in considering the recommendations of the superintendent or designee.

Definitions:

Safety Busing Zone: The transportation of a student who lives less than one and one-half (1 ½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action. (See Safety Busing Policy #8101.)

Non-Transportation Zone: An area of the District designated by the Board that is not served by District transportation because of scarcity of students, remoteness, or condition of roads makes such service impractical

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. (See Exhibit 1 to Policy 8101 - Safety Busing.)
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Transportation Supervisor for any request of change in routes, stops, or schedules.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety in mind and protection of the health of the student.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver.

There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument that by this reference is incorporated and attached to this policy as

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Superintendent or his/her designee is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

Cross Reference: 8110 Safety Busing

Legal Reference: I.C. § 33-1501 Transportation Authorized
I.C. § 33-1502 Bus Routes—Non-transportation zones

Policy History:

Adopted on: 10/15/07

Student Bus Rules

8140P

1. Students should have a strong sense of responsibility for the safety of themselves and others.
2. Obey the driver's suggestions promptly and cheerfully.
3. Be courteous to fellow students, bus driver and any others connected with the transportation program. Remember that all are working for safety. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or upon other students, forfeits the right to ride on the bus.
4. Driver can and will assign seats if necessary.
5. Remember that loud talking or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident. Be extra quiet at railroad crossings so driver can listen for trains.
6. Be careful in approaching bus stops and always walk on left of the highway toward oncoming traffic.
7. All students who cross the road shall check very carefully for the group following, before going across the highway. Do not bunch up near edge of road. Students will form a straight line and enter bus single file.
8. Be on time for the bus. Be at the bus stop five (5) minutes before bus arrives.
9. Students should reach seat without disturbing other students and remain seated while bus is moving.
10. Keep away from bus except when loading or unloading.
11. Students shall refrain from leaving or boarding the bus at locations other than the assigned home stop or assigned school, unless approved by the school. Bus drivers shall be properly notified.
12. Students should remain seated until bus stops to unload. After the bus is unloaded, the student should wait for signal from the bus driver. If it is necessary to cross the road, then cross the road 15 feet in front of the bus and wait at left front of bus for signal to cross from driver.
13. Keep head, hands and arms inside the bus at all times.
14. Eating or drinking on bus is not permitted, with exception of extra-curricular and field trips upon the approval of the supervisor.
15. Use of alcohol, tobacco, or drugs and controlled substances on bus is not permitted.
16. Students are not allowed to carry objects on bus larger than can be held on their laps.
17. Hazardous materials, sharp objects, and animals are not permitted on the bus.
18. Students shall refrain from throwing objects on, from or into buses.
19. Any student disfiguring or mutilating a bus will be denied further use of buses.
20. Help keep the school bus clean and sanitary.

In addition to the above rules, the transportation director, along with the superintendent, may adopt any reasonable rule for the bus passenger to further the safety factor.

Procedure History:

Promulgated on: 10/15/07

Unauthorized School Bus Entry

8150

The Board of Trustees hereby instructs the superintendent to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

NOTICE

A person shall be guilty of a misdemeanor if that person:

- (a) Enters a school bus with intent to commit a crime;
- (b) Enters a school bus and disrupts or interferes with the driver; or
- © Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference: I.C. § 18-1522 Unauthorized School Bus Entry—Notice

Policy History:

Adopted on: 10/15/07

District-Owned Vehicles

8170

The District owns and maintains certain vehicles. Included among them are pickups, school buses and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District

Buses used in the District’s transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the state board of education and inspections as required by law. The Superintendent or his/her designee shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent or his/her designee.

District-Owned Vehicles Provided to Employees

The District owns vehicles that certain employees use for commuting to and from work and for other district-related travel. Any mileage driven in a district-owned vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee’s annual salary and will be reported on the individual employee’s W-4.

Records of mileage and use other than official district business must be recorded in a diary or log.

Unauthorized personal use of the vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate or family member of any employee may use a district-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Legal Reference: I.C. § 33-1506	Inspection of school buses
IDAPA 08.02.02.159	Transportation
IDAPA 08.02.02.160	Maintenance Standards and Inspections

Policy History:

Adopted on: 10/15/07

District-Owned Vehicles

8170P

Purpose

The Board adopts this policy to establish procedures, obligations and expectations of employees who, within the scope of their employment, have occasion to operate District owned vehicles and equipment, or personal vehicles for official District purposes.

District Vehicles and Equipment

Authorization for Use

Joint School District No. 171 employees shall operate District owned vehicles and equipment only when the employee:

- A. Is authorized by their position and/or supervisor, to act as the operator of a vehicle or piece of equipment;
- B. Holds a valid Idaho operators license for each class of vehicle or piece of equipment they are approved to operate. The District may verify license status by checking motor vehicle records.
- C. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator

Employees operating District vehicles and equipment shall:

- A. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner.
- B. Refrain from eating or engaging in other activities that may distract an individual from safely operating a vehicle or piece of equipment.
- C. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use.
- D. Pull off to a safe area and stop driving to use a cell phone in a vehicle.
- E. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment.
- F. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment.
- G. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized under section 4 of this policy.
- H. If the vehicle or piece of equipment is taken to the operator's residence as authorized by section 4, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required.
- I. Report any loss, redaction or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change.
- J. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All CDL holders shall comply with Federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor.
- K. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicle and equipment. District material and facilities shall not be used for personal benefit.

- L. Not allow other persons to use their refueling card or request that others allow them to use refueling cards that are not assigned to them.
- M. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator.

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

- A. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
- B. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
- C. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes.
- D. Operating a vehicle or piece of equipment in a manner that endangers the safety or life of others.
- D. Clearly negligent use of District owned vehicles or piece of equipment.

Any employee convicted of any of the items listed in section 3 of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

In specific instances, the superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated may be changed at any time by the superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods that are approved by the Board and by rules adopted by the State for disposal of surplus property. Each sales event must be approved individually by the Board.

Accident Management Procedures

Joint School District No. 171 establishes the following procedures and guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment.

- A. All accidents/collisions/vandalism (herein collectively referred to as “accidents”) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action.

- A. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination.
- B. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment.
- C. All accidents shall be investigated by the Transportation Supervisor or his/her designee.
- D. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed one thousand dollars (\$1,000) shall be reviewed by the Safety Committee. The Safety Committee consists of the Transportation Supervisor, Driver Education Coordinator, and a member appointed by the Superintendent.
- E. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - i. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the Committee.
 - ii. The Committee shall inform the driver of their findings in a timely manner.
 - iii. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.
- F. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - i. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - ii. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident and service record of the employee.
- G. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this policy means utility vehicles, construction and lawn equipment.
 "Vehicle" for purposes of this policy means buses, vans and passenger vehicles, maintenance and delivery trucks.

Procedure History:

Promulgated on: 10/15/07

Driver Training and Responsibility

8180

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses. Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code § 33-1509.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

Legal Reference: I.C. § 33-1508 Operation of School Buses
I.C. § 33-1509 School Bus Drivers – Definition – Qualification – Duties
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Policy History:

Adopted on: 10/15/07

Use of Wireless Communication Devices by Bus Drivers

8185

While the Board of Trustees believes the use of wireless communication devices by district bus drivers is important to provide instant communication regarding emergencies as well as to convey other important district information, bus drivers shall be subject to the following restrictions to ensure safe use of personal or district wireless communication devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, blackberries, PDAs beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Bus drivers may be issued hands-free devices to be used for district business should the need arise. If hands-free devices are issued, bus drivers shall be trained annually in their safe use.

Written documentation of the training, and bus drivers' signatures that they completed the training and understand this policy shall be maintained in the district office.

Bus drivers shall under no circumstances place or receive communications unrelated to district business while on duty.

Violation of this policy may subject the driver to disciplinary action up to and including termination.

Policy History:

Adopted on: 10/15/07

Emergencies Involving Transportation Vehicles

8190

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

Policy History:

Adopted on: 10/15/07

District Vehicle Idling**8195**

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers and others in the area of the idling buses. Unnecessary bus or district vehicle idling emits pollutants, wastes fuel and wastes financial resources.

District Vehicle Idling Times

1. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions.
2. The school bus should not be restarted until it is ready to depart.
3. School buses should not idle (on or off of school grounds) longer than 5 minutes unless:
 - a. They are waiting in traffic;
 - b. They are loading/unloading students with special needs;
 - c. There are safety or emergency situations;
 - d. The driver is in the process of receiving or discharging passengers on a public highway or public road.
 - e. There are maintenance or mechanical situations, inspections or repair; or
 - f. There are extreme weather conditions and the purpose is to warm the interior of the bus.
4. All district vehicles should follow the above guidelines as applicable.

Policy History:

Adopted on: 10/15/07

Healthy Lifestyles

8200

It is the belief of Joint School District No. 171 to strive to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student and afford them the opportunity to fully participate in the education process. The District promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential

Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. To ensure the health and well being of all students, it is the policy of the School Board to:

1. Provide a comprehensive learning environment to encourage students develop lifelong “wellness behaviors.” Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. The District operates under program regulations of the National School Lunch, National School Breakfast and National After School Snack programs.
3. Support and promote proper dietary habits contributing to students’ health status and academic performance. Encourage all staff to focus student learning on the Dietary Guidelines for Americans.
4. Provide a comprehensive learning environment to encourage students to develop lifelong wellness behaviors.
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health and food services.
6. Encourage school staff involved in nutrition education and in supporting a healthy school environment, to engage in ongoing staff development on strategies for behavioral change.
8. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.
9. Regularly evaluate the effectiveness of the healthy lifestyles policy in promoting healthy eating.

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: 10/15/07

Amended 1/27/14

District Nutrition Committee

8210

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor and review district-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee would meet annually for continued assessment. Committee membership will consist of:

- District Food Service Coordinator,
- Parent representatives
- Student representative
- Staff member representatives, and
- Administrative Representative

Appointments to the Committee will be made by the Superintendent.

Monitoring

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School foodservice staff, at the school or district level, will also ensure compliance with nutrition policies within school foodservice areas and will report on this matter to the superintendent (or if done at the school level, to the school principal).

The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies based on input from schools within the district. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: 10/15/07

Amended on: 1/27/14

Food Services

8220

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing and nutritious meals for children in the District's schools.

Because of potential liability to the District, the food services program shall not accept donations of food without the approval of the Health Department.

Commodities

The District shall use USDA Foods made available under the USDA Food Program for school meals.

Qualifications of School Foodservice Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, continuing professional development opportunities will be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Free and Reduced Price Food Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch and Breakfast Programs and the laws, rules and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced price meals.

Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the National School Lunch and Breakfast Programs. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to a designated hearing official.

The Board may establish programs whereby meals may be provided in the District in accordance with guidelines for the National School Lunch and Breakfast Programs.

The amount charged for such meals shall be sufficient to cover the costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Food Service for District Employees.

District employees may purchase meals through the District's food service program.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act

Policy History:

Adopted: 10/15/07, Amended: 1/26/09, Amended: 1/27/14, Amended: 5/18/15

Water/Water Bottle Policy

8235

The Board of Trustees recognizes the importance of water consumption and encourages the consumption of water throughout the day. Students shall be allowed to carry water bottles during the school day under the conditions listed in this policy.

Water Bottle Policy

- Water bottles must be clear and have secure caps.
- Students should be discouraged from sharing water bottles.
- Student use of a water bottle does not cause a classroom disruption or interruption of the learning environment.
- Water bottles may not be used in computer labs, science labs and the library.

Policy History:

Adopted on: 10/15/07

Amended on: 1/27/14

School Meals

8240

This policy supports the mission of the School District: Providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

Hot Lunch/Breakfast Program

The full meal program will follow the U.S. Government's Nutrition Standards and offer a variety of fruits and vegetables.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, District Schools:

- Will operate a Breakfast Program.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Students will not be required to eat breakfast.
- Will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Lunchroom Climate

The lunchroom environment will provide students with a relaxed climate and an adequate time and place to eat.

Meal Times and Scheduling

District Schools:

- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- Should take reasonable steps to accommodate the tooth-brushing regimens of students.

Policy History:

Adopted: 10/15/07, Amended: 1/27/14, Amended: 5/18/15

Guidelines for Food and Beverages Sold Individually

8250

The Superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during the lunch period.

Any food sales of an occasional nature must have the prior approval of the principal.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. The district will follow the Smart Snacks (see usda.gov) Regulations.

Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives.
- Pure ice cold water

Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle/Junior High and High Schools. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day should meet the following nutrition and portion size standards:

Beverages

Allowed: water or seltzer water without added caloric sweeteners; flavored water with minimal caloric sweeteners (not to exceed 100 calories and at the high school level only); fruit and

vegetable juices and fruit-based drinks that contain at least 100% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes. Limit portion sizes of foods and beverages sold individually to those listed below:

One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky; one ounce for cookies;

Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;

Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;

Eight ounces for non-frozen yogurt;

Twelve fluid ounces for beverages, excluding water; and

The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Celebrations. Schools should limit celebrations that involve food during the school day. Celebrations should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

Fundraising Activities and Concessions

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances).

Foods and beverages offered or sold at school-sponsored events outside the school day should include some choices that meet the nutrition standards for meals or for foods and beverages sold individually (above).

Cross Reference: 3420 Student Fund Raising Activities
 8250 Guidelines for Food and Beverages Sold Individually
 8260 Vending Machines

Policy History:

Adopted: 10/15/07, Amended: 6/22/09, Amended: 1/27/14, Amended: 5/18/15

Vending Machines

8260

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of trustees. Revenues may be spent only on those purposes for which general revenue may be expended.

Vending Machine Use

Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.

Secondary Schools: Vending machines may be operated in middle schools/junior high schools but shall not be placed in the cafeteria.

Vending Machine Nutrition Standards

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. Sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.

Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.

Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines as long as all foods adhere to Smart Snack

Regulations.

Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables.

Beverages:

The non-vending sale of pop or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.

The vending sale of beverages, other than soda, with less than 10% fruit juice may begin 30 minutes after the end of the instruction day.

Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.

Candy:

Non-vending sales of candy will be permitted 30 minutes after the end of the instruction day.

Cross Reference: 7260 Student Activity Funds
 8245 Competitive Food Services

Legal Reference: I.C. § 33-512(4) Governance of Schools
 I.C. § 33-705 Activity Funds

Policy History:

Adopted: 10/15/07, Amended: 1/26/09, Amended: 1/27/14, Amended: 5/18/15

Teacher-to-Student Incentive

8270

Children learn preferences for foods made available to them, including those that are unhealthy. There are many disadvantages to using food as a reward:

- It undermines nutrition education being taught in the school environment.
- It encourages over-consumption of foods high in added sugar and fat; and
- It teaches children to eat when they're not hungry as a reward to themselves.

Teachers are encouraged to consider non-food items as a teacher to student incentive. Should teachers decide to use food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Guidelines—Alternatives to Using Food as a Reward

Zero-Cost Alternatives

- Sit by friends
- Watch a video
- Read outdoors
- Teach the class
- Have extra art time
- Enjoy class outdoors
- Have an extra recess
- Play a computer game
- Read to a younger class
- Get a no homework pass
- Make deliveries to the office
- Listen to music while working
- Play a favorite game or puzzle
- Earn play money for privileges
- Walk with a teacher during lunch
- Eat lunch outdoors with the class
- Be a helper in another classroom
- Eat lunch with a teacher or principal
- Dance to favorite music in the classroom
- Get “free choice” time at the end of the day
- Listen with a headset to a book on audiotape
- Have a teacher read a special book to the class

Low-Cost Alternatives

- Select a paperback book
- Enter a drawing for donated prizes
- Take a trip to the treasure box (non-food items)
- Get stickers, pencils, and other school supplies
- Receive a video store or movie theater coupon
- Get a set of flash cards printed from a computer
- Receive a “mystery pack” (notepad, folder, sports, cards, etc.)

Policy History:

Adopted on: 10/15/07

Emergency & Disaster Preparedness

8300

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 for each site, and will be used prior to, during, or after any emergency situation.

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

Each principal and site manager shall receive a copy of the Crisis Management Plan and shall provide in-service training on plan implementation.

The district Crisis Management Plan serves as the foundation for the development, training, and implementation of individual site/program plans.

Cross Reference: 8520

Inspection of School Facilities / Emergency Evacuation
Plan Legal Reference:

Policy History:

Adopted on: 10/15/07

Disaster Preparedness Procedures

8300P

Joint School District No. 171 has developed procedures for dealing with existing and potential student and school crisis. The Crisis Management Plan should include Crisis Response Procedures and Critical Incident Procedures. An important component of the Plan is a set of interagency guidelines with various city/county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire school district. Crisis Response Procedures guide staff in responding to more frequently occurring crisis such as deaths of students or teachers and other traumatic events that can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses crisis response procedures to help administrators:

- Gather information;
- Establish communication with the family;
- Disseminate accurate information to faculty and students;
- Intervene directly with students most likely to be affected;
- Increase the available supportive counseling for students and staff; and
- Guide students in helpful ways to remember the deceased.

Critical Incident Procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. The school District has developed a Plan that emphasizes a coordinated interagency approach. Code Yellow and Code Red have been established in all school buildings to provide a uniform method of warning staff and students of high-risk situations involving imminent danger to life or limb.

Joint School District No. 171's Crisis Management Plan procedures provide benefits for students, parents, and the school District. The procedures provide an organized, systematic method for helping students. Staff members know under what circumstances and how to refer a student for help. Crisis Team members operate within specific guidelines to make collaborative decisions, sharing the responsibility of these often difficult, stressful situations. Parents and other members of the community are assured that the school district has established procedures that better prepare schools to respond to crisis.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator (or person in charge); those employees who have a child(ren) in other schools should have arrangements in place for the care of their child(ren) by others until they can be released from their duties. Employees are strongly encouraged to take all steps necessary to provide for the well being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to insure the well being of students and staff.

During times of emergency, it is important to provide prompt and accurate information to emergency service personnel, faculty, staff, students, parents, and the media. The principal of each school, in conjunction with the District Office, will determine the extent of the threat and the need to refer to this manual. At that time, emergency personnel should be notified and a spokesperson designated to release information to the media. Access to sites by the public and media will be restricted. Persons answering phones should be given explicit instructions on what statements to make.

Incident Command Centers will be established to streamline intelligence and response. Emergency Service Agencies should review policies and procedures for responding to school related incidents that compliment the Districts Emergency Response Plan.

BOMB THREAT

Teachers should start each day with a brief inspection of their classroom to insure the safest environment for their students

Definitions:

1. Suspicious Object - Any package, device, material or object that is not recognizable to the classroom or other areas within the buildings interior and exterior
2. Special Team - Teams designated by the school principal to inspect pre-determined areas. The special team will be assigned to inspect the office and answer the phone and intercom of that designated area.

Faculty/Staff Procedures

1. Initiate Code Yellow lock-down as instructed by administration.
2. Immediately inspect the classroom for any suspicious object that is not recognizable to the classroom.
3. Do not allow students to enter a classroom or other area that has not been inspected by a teacher or special team.
4. All unoccupied classrooms are required to be inspected by a designated team member or the teacher that is assigned to that classroom.
5. No one will leave a room until instructed to do so.
6. P.E. classes that are held outside will go to the center of the field in which they occupy. Students will then move calmly to a safe area outside that has been cleared by a special team.
7. All students in the cafeteria will remain until instructed otherwise. Teachers in the cafeteria should go to their classroom immediately for inspection and advise the special team of their classroom status. Teachers will promptly return to the cafeteria after their inspection.
8. Do NOT use cellular phones or two-way radios. Communicate with the use of intercom or landline phone ONLY.
9. Special teams will be responsible for inspecting hallways, restrooms, and other common areas of the building including the exterior. Special team members will be assisted by law enforcement.
10. Special team leaders will use an intercom in the team's designated area to call the main office and advise the main office team leader that all is clear.
11. Main office team leader will record each team's status until the building is clear.

Located Suspicious Object

1. Any suspicious object should be immediately reported to the office via the intercom.
2. Students will be calmly moved to a secure area of the building
3. Any suspicious object will be investigated by the PD/Sheriff's Department
4. Evacuation procedures will be carried out in accordance with the situation.

Recipient Procedures

1. Engage caller and write down exact statements, if possible record the conversation. Try to elicit assistance while on the phone. Do not interrupt the caller except to ask the following questions.
 - a. When is the bomb going to explode?
 - b. Where is the bomb?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Why are you doing this?
 - g. Who are you?
 - h. Where are you calling from?
 - i. Did you place the bomb?
2. Leave the phone off the hook after the caller hangs up. Police will attempt to trace the call.
3. Assess urgency and notify administration of:
 - a. Type of call: local, long distance , phone booth, internal, cellular
 - b. Description of callers voice: gender, age (young, middle age, old), tone of voice, familiar voice
 - c. Did the caller seem familiar with the facility?
 - d. Was there any background noise?
 - e. Type of language: well-spoken, foul, irrational, taped, message read by threat maker, other comments or remarks
 - f. Who received the call?
 - g. When was the call received? - date, time
 - h. Number at which the call was received.

Bomb Threat

School Administrative Procedures

It is the mutual responsibility of the principal of the building, the police department and the fire department to immediately inform each other of such bomb threat calls and to discuss the information recorded on the call so that a determination concerning the seriousness of the call can be made. This will determine whether or not the building will be evacuated.

1. Call 9-1-1 to relay that a bomb threat has been received.
2. Initiate a Code Yellow lock-down.
3. Contact District Office (476-5593).
4. Contact police/school resource officer (476-5551).
5. Designate special teams and begin clearing the building and surrounding areas.
6. If it is determined that evacuation is necessary, follow evacuation plan.
7. After a careful search of the building, if no bomb or foreign objects are found, school will continue as usual. In the event such objects are discovered, immediate plans for evacuation would go into effect.
8. File incident report.
9. Follow state statute for legal consequences.

FIRE/EXPLOSION

Instructor/ Staff Procedures

1. Activate fire alarm.

2. Follow fire drill procedures.
3. Notify main office of location of fire or explosion.
4. If safe, use fire extinguisher.
5. Close door and turn off lights when leaving room.
6. Reassemble students at predetermined area and take roll.
7. Report any missing students.
8. Await further instruction from main office.
9. Reoccupy building when advised.

School Administrative Procedures

1. Signal evacuation of building by sounding alarm.
2. Call 9-1-1 and give specific location if known.
3. Assist in evacuation of building.
4. If fire is extinguished, advise fire department.
5. Contact District Office (476-5593).
6. Assist in location of missing students/staff.
7. If students will be dismissed, request transportation for moving students and staff to secondary shelter provision. Establish checkout area with normal release procedures.
8. Signal "resume normal schedule/activities" when appropriate.
9. File incident report.
10. Notify custodial staff to recharge/replace fire extinguishers.

MISSING CHILD/KIDNAPING

Instructor/Staff Procedures

1. After a student who has been present during school hours is missing, contact main office.
2. If a student returns, notify main office.

School Administrative Procedures

1. Seek information from staff and students to determine if the student is missing.
2. Search the campus for the missing student.
3. Announce missing student's name over the PA system, "[Student's name] please report to the office."
4. Phone missing student's parent or legal guardian.
5. Contact police/SRO (476-5551).
6. Involve police as early as deemed appropriate, when police arrive, provide all facts known about the missing child. Include any photos that are available.
If student is located, contact parent or legal guardian and police.

MEDICAL EMERGENCY

Instructor/Staff Procedures

1. Survey the scene.
2. If scene is safe, proceed to victim and assess severity of injury or illness.
3. Send responsible party (student or staff) to office.
4. Stabilize victim and administer first aid/CPR if trained to do so.
5. Assist emergency personnel by clearing away bystanders.
6. If blood or bodily fluids are present follow hazardous material's protocol.
7. File incident report.

School Administrative Procedures

1. If appropriate, call 9-1-1.
2. Page School Nurse/Athletic Trainer if available.
3. Notify parent/legal guardian or person listed on emergency card.
4. Report to scene.
5. File incident report.

FIGHTS/DEMONSTRATIONS/ LARGE GROUP ALTERCATIONS

Instructor/Staff Procedures

1. Assess the seriousness of the incident; determine and secure nearest available assistance.
2. **STAY ON SCENE.** Take control; give specific verbal directions to diffuse the situation.
3. Send responsible parties to contact the main office.

School Administrative Procedures

1. Assess the seriousness of the incident and determine level of assistance needed.
2. Contact police/SRO if required.
3. Monitor situation and try to diffuse potential violent actions.
4. Identify parties involved.
5. Cooperate with police in dispersing group.
6. If medical needs exist, follow emergency response procedure for medical emergency.
7. Determine what intervention and follow-up is necessary.
8. Notify parents or legal guardians of participants.
9. Document incident and file report.

THREATENING PERSON OUTSIDE BUILDING

Instructor/Staff Procedures

1. Determine degree of threat, send responsible party to main office with descriptions and location of threatening person.
2. Assess measures for student safety. Take control and give direction (i.e. enter building, move to alternate location, take cover, hit the deck).
3. Move students into building as soon as safely possible.
4. Remain in rooms until notified by police or school administrator.

School Administrative Procedures

1. Determine level of response.
2. Contact Police/SRO (476-5551).
3. Initiate Code Red lock-down.
4. Call 9-1-1.
5. Meet police and assist, give description and last location of threatening person.
6. Take all clear message to each classroom.
7. Notify District Office (476-5593).
8. File Incident Report.

THREATENING PERSON INSIDE BUILDING

Instructor/Staff Procedures

1. Report threatening person to main office, including description, location, and threatening activity.
2. Be prepared to initiate code red lock down.
3. Check immediate area of classroom for students in halls to direct the students to a classroom.

School Administrative Procedures

1. Determine level or response.
2. Contact Police/SRO (476-5551).
3. Initiate Code Red lock-down.
4. Call 9-1-1 for police, direct to specific entrance of building if possible.
5. Locate threatening person and assess situation if possible.
6. Administrator will meet police and direct them to location if possible.
7. Notify District Office (476-5593).
8. File incident report.

WEAPONS ON PREMISES

Instructor/Staff Procedures

1. Assess the seriousness of the situation; determine level of assistance needed. Notify the office and be prepared to implement lock-down.
2. Attempt to diffuse potential violent actions.
3. If the person is uncooperative, determine the level of response that may include:
 - Isolate
 - Separate
 - Evacuate (the area/room)
 - Lock-down
4. Contact main office.
5. Document and file incident report.

School Administrative Procedures

1. Assess the seriousness of the situation and the level of assistance needed.
2. If appropriate, initiate lock-down (Code Yellow or Red).
3. Call 911 for police/SRO (476-5551).
4. Proceed to scene (if police were contacted, proceed only when accompanied by law enforcement).
5. Issue "all clear" to each classroom when situation is under control.
6. Determine disciplinary action.
7. Notify parent/legal guardian.
8. Document and file incident report.

SHOOTINGS

Instructor/Staff Procedures

1. When shots are heard, self-initiate Code Red lock-down. Tell students and other staff to take cover.
2. Identify source and location if possible.
3. Implement measures for student safety. Take control and give directions.
4. Call 911.
5. Notify main office and announce "Intruder. Take cover in the classrooms."
6. Be alert.
7. Check for injuries and/or missing students.
8. Keep everyone in safe location until all clear is issued.

School Administrative Procedures

1. Contact Police/SRO (476-5551).
2. Initiate Code Red lock-down.
3. Cooperate and facilitate investigations by proper authorities.
4. Determine what intervention and follow up is necessary.
5. Notify the District Office (476-5593).
6. Follow site plan for responding to parents/legal guardians, news media and community.
7. District Administrator will handle media response.
8. Document incident and file report.

SEXUAL ASSAULT

Instructor/Staff Procedures

1. Assess nature of incident to determine level of response.
2. Protect scene/evidence.
3. Contact Building Administrator and Student Services.
4. Stay with victim until building administrator and staff arrive.

School Administrative Procedures

1. Call 911 for police and call ambulance if necessary.
2. Contact Police/SRO (476-5551).
3. Provide support in a private area for the victim with an adult.
4. Secure scene/evidence.
5. If victim is a student, contact parents/legal guardian.
6. Assist police investigation as needed.
7. Contact District Office (476-5593).
8. File incident report.

SUICIDE THREAT

Instructor/Student Services Procedures

1. Take all threats seriously and report all threats.
2. Assess seriousness of the crisis level.

Level A: Minimum threat (rumor/hearsay)

1. Immediate interview with student services.

2. Consult with another member of student services for decision-making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source.
4. Document incident ASAP.

Level B: Moderate Threat (person is in need of psychological consultation within a reasonable amount of time)

1. Immediate review by member of student services.
2. Consult with another member of student services for decision making support.
3. Contact parent/guardian to ensure arrangements for appropriate care.
4. Secure parent/guardian permission to share information with treatment provider to further assist student.
5. Notify referral source to ensure that follow through has taken place.
6. Document incident.

Level C: Immediate Threat (person in immediate danger of injuring self).

1. Do not leave person unattended, access student services.
2. Immediate interview by member of student services and determine immediate action to be taken.
3. Contact parent/guardian and police/SRO.
4. Request immediate conference with parent/guardian.
5. Support parent/guardian in decision-making and/or documentation of counseling plan.
6. Secure parent/guardian permission to share information with treatment provider to further assist student.
7. Notify referral source to ensure that follow through has taken place.
8. Document incident.

School Administrative Procedures

1. Contact district office.
2. Participate in parent/guardian conference and follow-up if necessary.
3. File incident report; send copy to district office.

NATURAL DISASTER/FLOODING

Flash Flood Watch means heavy rains occurring or expected to occur that may cause flash flooding in certain areas and you should be alert to the possibility of a flood emergency which will require immediate action.

Instructor/Staff Procedures

1. Be prepared to evacuate area when advised.

School Administrative Procedures

1. Monitor situation.
2. Evacuate if necessary.

Flash Flood Warning means flash flooding is occurring or imminent on certain streams or designated areas and those threatened should take immediate precautions.

Instructor/Staff Procedures

1. If given instructions evacuate to safe areas.

2. Keep everyone away from flooding waters and/or flooded areas.

School Administrative Procedures

1. Announce evacuation.
2. Contact District Office (476-5593).
3. Monitor weather in case of further flooding.

When emergency is over, announce, "Resume normal schedule/activities" and if possible, reoccupy the building.

DEATH

Instructor/Staff Procedure

1. Assess situation.
2. Send responsible party to office for assistance.
3. Secure scene and protect evidence, cooperate and facilitate investigation by the proper authorities.
4. Document incident.

Student Services Procedures

1. Document any observation regarding the death and the immediate area.
2. Identify students and staff who may need counseling.
3. Initiate crisis response; provide follow up support services for students and staff.

School Administrative Procedures

1. Ensure 9-1-1 has been called.
2. Ensure police/SRO has been notified.
3. Notify Student Services Staff.
4. Notify District Office (476-5593).
5. Secure scene and protect evidence.
6. Coordinate support services.
7. File incident report.
8. Superintendent will communicate with news media.

CHEMICAL SPILLS/HAZARDOUS MATERIALS RELEASE

Instructor/Staff Procedure

1. Evaluate level of hazardous exposure.
2. Avoid direct contact with chemical/material.
3. If chemical/material has made contact skin or eyes, flush for at least 15 minutes.
4. Contact main office.
5. Locate Material Safety Data Sheet (MSDS).
6. Do not attempt to clean up spilled chemicals/materials without reviewing MSDS and obtaining appropriate protective equipment.
7. Keep students and staff away from the area.
8. Avoid direct contact with chemical/material.
9. If chemical/material has made contact skin or eyes, flush for at least 15 minutes.
10. Contact main office.
11. Locate Material Safety Data Sheet (MSDS).

12. Do not attempt to clean up spilled chemicals/materials without reviewing MSDS and obtaining appropriate protective equipment.
13. Keep students and staff away from the area.

Custodial Procedures

1. If chemical/material hazards have been identified through the label and/or MSDS, proceed with cleanup ONLY if proper protective equipment is available.
2. Keep students and staff away from the spill.
3. If spill is too large to handle, contact main office.

School Administrative Procedures

1. If spill is too large for staff to adequately handle, call 9-1-1 for Hazardous Materials Spill Team.
2. If students or staff are injured, send copy of the chemical's MSDS along with the victim to the hospital.
3. If the chemical spill is severe, initiate building evacuation.
4. Contact District Office (476-5593).
5. Contact Police/SRO (476-5551).
6. File incident report.

EVACUATION PROCEDURES

Level I – Short Term: Fire Drills

Students and staff will exit the building and go to designated areas per the fire drill policy.

Level II B Extended Term: Bomb Threat, Building Facilities Emergency

Students and staff will exit the building and proceed to one of the other buildings.

Level III B District Evaluation: Natural Disasters, Terrorist Acts

Students and staff will exit the buildings and proceed to the designated bus stop for loading and transportation.

LOCK DOWN PROCEDURES

Code Yellow Lock-down

The Code Yellow lock-down may be used in the event of a bomb threat, police K-9 search, escaped felon in the community, etc.

The following steps should be taken:

1. Administrators should lock all exterior doors if necessary.
2. Teachers are to close and lock their classroom doors.
3. Students are to remain in the classroom at all times during the lock-down.
4. Teachers may open the classroom door in order to allow students or faculty to enter the classroom.
5. Office staff will, if possible, inform teachers of the reason for the lock-down via e-mail.
6. During the lock-down, teachers should re-inspect their classroom to determine if anything appears to be out of place and notify the office via e-mail to report anything of a suspicious nature.
7. An administrator will advise teachers when the lock-down has ended.

Code Red Lock-down

The Code Red lock-down should be used in the event of an active shooter, a violent suspect on campus, an escaped felon in the immediate area, etc.

1. Administrators should lock all exterior doors if necessary and possible.
2. Teachers are to take the following course of action:
 - a. Close and lock their classroom door.
 - b. Turn out lights and close blinds.
 - c. Turn off electronic devices if possible.
 - d. Move students to the safest part of the room; stay away from doors and windows.
 - e. Take attendance. Keep the attendance until requested.
 - f. Do not open door until instructed to do so by the police or an administrator.
3. Students who happen to be outside of their classroom during a Code Red lock-down should quickly move to the safest possible area. Students should be aware that teachers are NOT to open classroom doors during a Code Red lock-down.
4. **DO NOT CALL THE OFFICE FOR INFORMATION.**
5. School personnel should be assigned to check common areas such as restrooms, gyms, and cafeterias.
6. Follow all communications given by administration/police.
7. Ignore all bells.
8. Police or an administrator will advise teachers when the lock-down has ended.

MEDIA

During a crisis situation, all media will be required to set up at locations distant from the schools involved. Information and updates will be provided to them by the designated district media contacts.

EMERGENCY PHONE NUMBERS

	Emergency	Non-Emergency
Orofino Police	911	476-5551
Clearwater County Sheriff	911	476-4521
Orofino Fire	911	
Pierce Fire	911	
Weippe Fire	911	
Hazardous Material Spill	911	
Orofino Ambulance	911	
Pierce Ambulance	911	
Weippe Ambulance	911	
Hospitals		
	Clearwater Valley Hospital and Clinics	476-4555
	St. Joseph's Regional Medical Center	208-743-2511
Utilities		

	Clearwater Power	208-743-1501
	City of Peck	476-7791
	City of Orofino	476-4725
	City of Weippe	435-4216
	City of Pierce	464-2222
	Avista-Orofino Office	476-3555
	Avista-Gas Odor	1-800-227-9187
	Avista-Utility locating	1-800-424-5555
Schools		
	Peck Elementary School	486-7331
	Cavendish Elementary School	476-5393
	Orofino Elementary School	476-4212
	Timberline Schools	435-4411
	Orofino Junior High School	476-4613
	Orofino High School	476-5557
	#171 District Office	476-5593

Procedure History:

Promulgated on: 10/15/07

School Crisis Response Team

8305

Joint School District No. 171 recognizes the need for careful planning before a crisis occurs, utilizing available resources, and efficiently working together with community agencies in a preplanned procedure to resolve or intervene in a crisis situation.

A goal of the district is to protect the safety and well being of students, faculty, and community in any crisis that might occur in the school district.

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.

Crisis may include, but not be limited to: natural disasters, hazardous material spills, national or regional emergencies, bomb threats, fires, kidnapping, threats of violence against the life(ves) of student/s or employee/s, death or injury of a student or employee by accident, illness, or suicide.

Policy Statement

The most efficient approach to crisis response is a district-wide team that will provide assistance to building administration, faculty, and students in the event of a crisis situation. The building principal or designee will determine the declaration of a crisis situation, and make the request for

team assistance. The principal will notify staff members as needed. The team will be trained and will follow a planned procedure in dealing with other agencies, the news media, emergency services, and community members.

Crisis Team/Crisis Response Team

The crisis team may include any or all of the following: a central administrator, school psychologist, school counselors and teachers, and non-certified staff. Other trained members of the community may also be included as needed in a specific crisis situation. Members will be chosen by the superintendent on the basis of their training and ability to respond effectively in a crisis situation.

The crisis response team will consist of five members with a minimum of five trained alternates. The goal of the district is to have a crisis team member from each building. The crisis response team needs to attend out of district training yearly. The team will develop and periodically review and revise a crisis intervention framework for responding to a variety of crisis situations. The crisis team will provide a fall update to each building, bus drivers, and other school support personnel.

Policy History:

Adopted on: 10/15/07

Automated External Defibrillators

8310

The Board of Trustees recognizes the need to make Automatic External Defibrillators (AEDs) available in its buildings. Early access defibrillation has been recognized as a significant factor in the survival from incidents of sudden cardiac arrest. Therefore, it is the policy of the School District that the implementation and use of AEDs is authorized in the buildings of the District in accordance with Idaho Code §5-337.

The Superintendent shall assign an AED Team Coordinator. The Superintendent and AED Team Coordinator will request individuals to be part of the AED Team. The AED Team shall work with the District to implement and maintain the AED program.

The Superintendent shall work with the AED Team to develop a program with procedures governing the use of the AEDs within the District. The program procedures shall be incorporated into the District's Emergency Preparedness Plan.

The Superintendent shall designate a School Physician to serve as an Emergency Health Care Provider to monitor the program and ensure that all designated responders are properly trained and that AEDs are properly maintained. The District and Emergency Health Care Provider shall develop a written collaborative agreement which contains all the provisions for administration and use of this equipment including training requirements, location of AED units, the maintenance and inspection of AEDs and the identification of local emergency response providers.

Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR. The District will provide American Heart Association AED training for employees deemed to require such training by the AED Team or Superintendent. Employees who are certified will be designated as authorized users after a review of their credentials and approval by the School Physician.

Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification. Acceptable certification will consist of completion of an American Heart Association AED and CPR course.

Cross Reference:

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Policy History:

Adopted on: 10/15/07

**Joint School District No. 171
Automated External Defibrillator (AED) Certified Users**

Building

Name	Room No.	Certifying Agency	Certificate Number	Expiration Date

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Form History:

Adopted on: 10/15/07

**Joint School District No. 171
Automated External Defibrillator (AFD) Inspection and Inventory**

Building _____
Device Location _____

DATE TIME R-Routine P-Post Use										
	<i>Inventory Items:</i>									
Storage cabinet intact										
AED exterior intact										
Battery installed & functional										
Spare battery available										
AED self test										
AED user guide available										
CPR guide available										
Two sets of electrodes										
Incident report forms (2)										
Pen										
Mouth barrier device (2)										
Razor										
Scissors										
Non-latex gloves (2 pair)										
Gauze pads or towel										
Initials of Inspector										

Corrective Action Required and Completed:

Date	Details	Reported to Superintendent	Initials

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Form History:
Adopted on: 10/15/07

Automated External Defibrillators

8310F(3)

Joint School District No. 171

Automated External Defibrillator (AED) Incident Report

Date of Incident: _____ Time of Incident: _____

Location of Incident (which building, where in building, etc.): _____

Patient's Age: _____ Patient's Sex: _____ Male _____ Female

CPR prior to defibrillation: _____ Attempted _____ Not Attempted

Cardiac Arrest: _____ Not Witnessed _____ Witnessed by Bystander
_____ Witnessed by AED person

Estimated time (in minutes) from arrest to CPR: _____

Shock: _____ Indicated _____ Not Indicated

Estimated time (in minutes) from arrest to 1st AED shock: _____

Number of shocks: _____

Additional Comments: _____

Patient Outcome at Incident Site:

- | | |
|--|--|
| <input type="checkbox"/> Return of pulse and breathing | <input type="checkbox"/> No return of pulse or breathing |
| <input type="checkbox"/> Return of pulse with no breathing | <input type="checkbox"/> Became responsive |
| <input type="checkbox"/> Return of pulse, then loss of pulse | <input type="checkbox"/> Remained unresponsive |

Name of AED Operator: _____

Transporting Ambulance: _____

Name of Facility Patient was Transported To: _____

Name of Emergency Health Care Provider: _____

Signature of Health Care Provider

Date of Report

This report is to be completed by the Emergency Health Care Provider or AED User within 5 business days of use of an AED.

The completed report must be mailed/returned to the School District Office.

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Policy History:

Adopted on: 10/15/07

Automated External Defibrillators

8310P

AED Program Implementation and Procedures

In implementing the AED Program, the AED Team shall prepare a written plan that must specify:

1. Where the AED will be placed;
2. The individuals who are authorized to operate the AED;
3. How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
4. The medical supervision that will be provided;
5. The maintenance that will be performed on the AED;
6. Records that will be kept by the program;
7. Reports that will be made of AED use; and
8. The name, location and telephone number of a physician, or other individual designated by the physician, to provide medical supervision of the AED program.

Identify the AED Team

The Superintendent and AED Team Coordinator will request individuals to be part of the AED Team. The Superintendent and AED Team Coordinator will consider many factors in choosing the number and members of the AED Team. The size and layout of each school and its operating hours should be considered. Staff members who already provide medical services, such as a school nurse, and those present when students are exercising, such as coaches, trainers, lifeguards and physical education teachers, should be considered members of the AED Team. Additionally, when selecting team members, consider possible staff turnover, and those who are present even after school hours, such as administrators, custodians, coaches, etc.

Coordinate with Local Emergency Medical Services (EMS)

The AED Team shall work with the local EMS to coordinate clear procedures for smooth victim “hand-off” to EMS when EMS arrives. Additionally, EMS may provide guidance on equipment choice and placement, training and medical direction, and may check the equipment each year as part of the District’s annual fire inspection.

Prescription from Physician / Medical Direction

A collaborative agreement must be established between the District and a physician to oversee the administration of the District’s AED program. This collaborative agreement will be renewed on a biannual basis starting from the date of the original agreement. The physician will review the District plan and suggest modifications at least annually.

The physician will approve the “standing orders” rescuers should follow when using an AED in a medical emergency. The physician may sign off on training plans and policies and procedures, update them to take into account new treatment recommendations, evaluate data recorded on an AED during a medical emergency, and help assess each use of an AED to suggest any improvements.

AED Equipment and Vendor Selection

When choosing an AED vendor, the AED Team shall inquire as to the reputation of the vendor for reliability, durability and ongoing support. The vendor may provide expertise in training, site assessment and policies and procedures. When selecting AED equipment and a vendor, important considerations include:

- Assess how many AEDs can be purchased (or are being donated) and where to locate each AED. Locations should be reevaluated when/if additional units are purchased or donated.
- Reputation of the AED manufacturer for product quality, reliability and customer service
- Compatibility with the equipment of the local EMS
- Easy operation with clear voice prompts
- Biphasic technology, ability to adjust shocks and energy levels to match the victim's needs
- Defibrillation electrodes that are pre-connected to the AED
- Maintenance-free batteries
- Direct field service team for on-site download of AED data
- Validated computer-based refresher training
- Availability of reduced energy defibrillation electrode for victims younger than 8 years of age
- Vendor can provide a complete implementation solution

Additional Development of Procedures

The AED Team shall develop additional procedures and incorporate them into the District's Emergency Preparedness Plan and this AED Plan. Points to include in the additional procedures include:

- Actions by those who witness a cardiac emergency should take, such as one person starting CPR while others rush for the AED, notify the main office and make sure local EMS is called.
- How to notify internal trained responders (using walk-talkies, cell phones, radios or the building public address system, for example)
- Who is responsible for bringing the AED to a victim
- Who will notify the community's EMS team (such as using a phone near the AED or alerting the main office to call local EMS)
- How EMS will be directed to the exact location within the school (perhaps having someone meet paramedics at the front door and escort them to the victim)
- Standing orders stating when the AED should be used (only on victims who are unconscious, without a pulse, show no signs of circulation nor normal breathing)
- Procedures to follow if an AED is moved from the building to a playing field, such as notifying the main office or school nurse about its location and how to contact the person who has it (via cell phone or radio for example)
- How to handle data the AED records during use (patient's heart rhythm, AED analysis and any shock delivered)
- What to do after an event, such as downloading and transferring data from an AED, notifying the medical director, reviewing the event to determine how procedures might be improved, replenishing supplies, returning the AED to service and stress debriefing to help responders handle their emotions after a rescue effort.

Responsibility for Operation, Maintenance and Record-Keeping

The administrator at each building in which an AED is installed shall be responsible for the following:

- Check the defibrillator(s) in the building on a regular basis, at least weekly
- Verify that the unit is in the proper location
- Verify that the unit has all of the appropriate equipment (battery, mask, case, emergency pack, gloves, etc.)
- Verify that the unit is ready for use, and that it has performed its self-diagnostic evaluation
- The replacement of equipment and supplies for the AED
- The repair and service of the AED
- Assist the District with proper in-house training for other individuals
- Report the need for revising the AED policy and procedures

If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, or the unit is placed "out-of-service", the nurse must contact the Superintendent and all members of the AED Team immediately.

After performing an AED check, the nurse shall make note on an AED service log indicating that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service."

The AED Team Coordinator shall be responsible for the following:

- In the absence of the school nurse, the AED Team Coordinator shall complete the school nurse's responsibilities stated above. In the event the AED Team Coordinator is not available weekly to perform these responsibilities (such as spring, winter or summer break), the AED Team Coordinator shall designate an individual who will be available during these times. The designated individual shall be on the AED Team and be trained on the school nurse responsibilities stated above.
- Maintain on file all specifications/technical information sheet for each approved AED model assigned or donated to the District/school.
- Maintain copies of the certifications and training records of the AED Team, including CPR and AED certification
- Provide and schedule opportunities for training certification and refresher training
- Assist the District with proper in-house training for other individuals
- Report the need for revising the AED policy and procedures

Refresher Training

Refresher training shall occur at least every three years or sooner if the equipment, policies or procedures change. Only those individuals who complete refresher training can be members of the AED Team.

HIPPA

No member of the AED Team shall disclose health-related information or student information regarding any person upon whom an AED is used unless it is to a local emergency medical service or licensed physician or nurse.

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Policy History:

Adopted on: 10/15/07

Fire Drills and Evacuation Plans

8320

Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

Frequency

Monthly Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

Emergency Drills Rules and Procedures

8320P

The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class.
3. No student or staff member is to remain in the building during emergency drills.
4. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows and doors are closed with doors locked.
 - b. Assuring that electrical equipment and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator.

A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

Cross Reference: 8320 Fire Drills and Evacuation Plans

Procedure History:

Promulgated on: 1/23/12

Activity Trips

8400

On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized by principal or designee, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus.

Students participating in activities may be allowed to ride home with their parents/guardians or another adult designated by the parents/guardians if the school principal and/or activity supervisor receives written notification delivered by the parents/guardians.

The activity must provide at least one instructor, coach or adult sponsor for each bus on a special trip who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Students must follow all school bus rules with this exception: food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach or adult sponsor, parent/guardian and student. The driver, instructor, coach or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he/she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

Cross Reference: 3380 Extracurricular and Co-Curricular Participation Policy

Legal Reference: IDAPA 08.02.02.190 Program Operations

Policy History:

Adopted on: 10/15/07

Risk Management

8500

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its offices or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the District can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

The District shall purchase and pay for surety bonds for the Superintendent, Clerk and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District’s financial operations.

Cross Reference: 8520 Inspection of School Facilities

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds
 I.C. § 33-1613 Safe public school facilities required

Policy History:

Adopted on: 10/15/07

District Safety

8510

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

Legal Reference: Occupational Safety and Health Act

Cross Reference: 9400 Safety Program

Policy History:

Adopted on: 10/15/07

Property Damage

8530

The District shall maintain a comprehensive insurance program that shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

If, as result of loss on real property, the District receives less than five thousand dollars (\$5,000), such proceeds may be credited to the general fund.

Privately Owned Property

The District shall not assume responsibility for the maintenance, repair or replacement of any privately owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds

Policy History:

Adopted on: 10/15/07

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

The District shall develop and continually update an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and submit the plan to the Idaho Department of Environmental Quality for approval. A copy of each school's plan shall also be kept at the school and made available to the public for review. The District shall notify in writing parents, teachers, employees, and employee organizations of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups, and a dated copy of the notification.

After an initial inspection of the schools to identify possible asbestos-containing building materials, the District shall conduct an inspection every three (3) years to determine whether the condition of known or assumed asbestos containing building materials has changed and will make recommendations on managing or removing the materials. These inspections and any response actions must be performed by trained, licensed professionals. Every six (6) months the District will survey the condition of these materials to assure that they remain in good condition. Forms for noting the condition of these materials shall be included in the management plan.

The District will train all maintenance and custodial staff about asbestos and how to deal with it, and notify short-term or temporary workers on the locations of the asbestos containing building materials. Such training will be conducted within sixty (60) days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. The District will ensure that plans and procedures to minimize the disturbance of asbestos containing building materials are set and followed.

The Superintendent or designee shall be trained and designated as the person responsible for ensuring that these requirements are implemented.

Legal Reference: Asbestos Hazard Emergency Response Act, 15 U.S.C. § 2650
 Asbestos Management Plans, 40 C.F.R. § 763.93

Policy History:

Adopted on: 4/21/2014

Records Management

8600

The District will provide for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Clerk shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

Records Safety

The Superintendent or his/her designee shall create and enforce a procedure in an effort to keep the District's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include: personnel files, student records, fiscal documents (financial and insurance), etc.

In creating the procedure, the Superintendent or designee shall consider the following:

- Physical security
- Backup storage security
- Backup schedule
- Rotate backups
- Remote access
- Personnel authentication
- Backup infrastructure security
- Duplicating records for off-site storage
- Storing computer tapes and disks in fire/waterproof safes

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

If the District stores data in a fireproof safe, the safe should have water-resistant capability in addition to fireproofing.

Legal Reference: Title 9, Chapter 3 Public Writings

Policy History:

Adopted on: 10/15/07

Retention of District Records

8605

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

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.

Suspending of Destroying Official Records

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

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

The Superintendent and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM
ADMINISTRATION —ATTENDANCE—Enrollment attendance data	3 yr
ADMINISTRATION —BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election
ADMINISTRATION —BALLOTS FOR BOND ELECTIONS	a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election
ADMINISTRATION —CONTRACTS AND LEASES	AC +6 yr
ADMINISTRATION —GENERAL CORRESPONDENCE	3 yr
ADMINISTRATION —DONATION/GIFT RECORDS	PM
ADMINISTRATION —BOARD MEETINGS—AGENDA AND	PM

DISTRICT RECORDS RETENTION SCHEDULE

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FACILITY OPERATIONS-SECURITY ACCESS RECORDS — Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 yr
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 yr
FISCAL-ANNUAL FINANCIAL REPORTS	PM
FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 yr
FISCAL-FINAL AUDIT REPORTS	PM
FISCAL-BANK STATEMENTS	FE+3 yr
FISCAL-CANCELLED CHECKS —Stubs/Warrants/Drafts	FE+3 yr
FISCAL-CAPITAL ASSET RECORDS	LA+3 yr
FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 yr
FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM
FISCAL -detail chart of accounts—One for all accounts in use for a fiscal year	FE+3 yr
FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 yr
FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 yr
FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 yr
FISCAL-FEDERAL TAX RECORDS —Includes FICA records	AC+4 yr AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; Title VI-B	FE+5 yr Or until all pending audits or reviews are completed
FISCAL —FEDERAL—USDA	AC+3 yr AC=submission of final expenditure
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 yr
FISCAL-GRANTS —State and Federal	AC+3 yr AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency
FISCAL-INSURANCE CLAIM FILES	AC+3 yr AC=Resolution of claim
FISCAL-INSURANCE POLICIES —all types	AC+5 yr AC=expiration or termination of policy according to its terms

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc	AC+4 yr AC=retirement of debt
FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 yr
FISCAL-RECONCILIATIONS	FE+3 yr
FISCAL-REIMBURSABLE ACTIVITIES —Requests & approval for reimbursed expenses for travel, training, etc.	FE+3 yr
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+3 yr AC=After deemed uncollectible
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 yr
LEGAL-LITIGATION FILES--	PM CAUTION: May contain attorney-client privileged information
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information
NEWS OR PRESS RELEASES	PM
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	FE+3 yr
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc required by employment advertisement	AC+5 yr AC=Termination of employment
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 yr AC=Date position is filled
PERSONNEL-BENEFIT PLANS	US+1 yr
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 yr CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	AC+3 yr AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	AC+3 yr AC=termination of employment
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits) —for insurance, personnel or other uses for which Administration has sought such statements	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	US

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	AC+3 yr AC=Termination of counseling
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of Pay	AC+3 yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL-EMPLOYEE EARNINGS RECORDS	4 yr
PERSONNEL-EMPLOYEE INSURANCE RECORDS —District copy of selection records by employees of insurance offered by the District	US
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	AC+3 yr AC=Termination of employment
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	AC+4 yr AC=Termination of employment, with a minimum of 4 years
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire +50 yr
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	AC+6 yr AC=final decision on the grievance
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	AC+1 yr AC=After hiring decision made
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+3 yr
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 yr
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released the district from liability	PM
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	2 yr
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	3 yr
PERSONNEL-PERFORMANCE APPRAISAL	2 yr
PERSONNEL-PERSI ENROLLMENT FILE	6 yr from filing date
PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr
PERSONNEL-PERSI TERMINATION RECORD	6 yr

DISTRICT RECORDS RETENTION SCHEDULE

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+3 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
SAFETY-MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr
STUDENTS-EDUCATION RECORDS —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	PM
STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+56 yr
STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +5 yr
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 yr
VEHICLE-TITLE AND REGISTRATION	1 yr
VOLUNTEER RECORDS —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC+3 yr AC=End of term of volunteer or intern
WEBSITE/WEB PAGES —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	PM

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

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds
 I.C. § 33-407 Return of canvass of elections
 I.C. § 33-508 Duties of Clerk
 I.C. § 56-209h Administrative Remedies
 SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E
 SDE Administrator’s Handbook 1.43
 Federal Regulation
 Idaho Records Management Guide, August, 2010

Policy History:

Adopted on: 10/15/07
 Revised on: 11/17/08
 Revised on 10/21/2013

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, because the district self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Policy History

Adopted on: 10/15/07

Computer Software

8700

The unauthorized copying of any computer software that is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

The Technology Director or his/her designee is the only individuals who may sign license agreements for software for the schools.

Cross Reference: 2150 Copyright

Policy History:

Adopted on: 10/15/07