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West Jefferson School District Policy Manual

Chapter 3 - ADMINISTRATION

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300 ADMINISTRATION

ADMINISTRATION STATEMENT OF GUIDING PRINCIPLES

The Superintendent of Schools shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

Policy History:

Adopted on: September 19, 1985

Revised on: February 10, 2004

301.1 QUALIFICATIONS OF SUPERINTENDENT

The basic qualification for the Superintendent of Schools is a person of the highest professional caliber who will serve to maintain and enhance quality education in the schools of the district. The Superintendent must hold a valid Administrators Certificate, approved by the State Department of Education, endorsed for the Superintendency.

Policy History:

Adopted on: September 19, 1985

Revised on: February 10, 2004

301.2 EMPLOYMENT OF THE SUPERINTENDENT

Employment procedures for the position of Superintendent shall be the responsibility of the Board of Trustees. The superintendent of schools will be evaluated by the Board of Trustees annually and serve on a contractual basis at the pleasure of the Board of Trustees according to the terms and conditions of the contract. Contract terms and salary are to be determined annually by the Board in consultation with the superintendent of schools.

Policy History:

Adopted on: September 19, 1985

Revised on: February 10, 2004

Revised on: January 13, 2011

301.3 FUNCTIONS OF THE SUPERINTENDENT

The Board will select a Superintendent who shall be the head of the school system and be directly responsible to the Board for the total administration of the school district. The Board will vest in him/her the necessary authority and provide him/her with appropriate personnel to carry out such administration.

The Board will endeavor to give counsel and advice to the Superintendent regarding the administration of the schools as it deems necessary or expedient, remembering always that Board members as individuals have no authority, and only policies voted by the Board have force.

The Board will require of the Superintendent such periodic reports as the Board may deem necessary to keep it advised on the administration of the school district. The Superintendent must be frank, honest, concise, and complete in his reports to the Board. Important school matters such as requiring Board action, should be presented by the Superintendent to the Board as required, not in a semi-private way to individual members.

The Board will expect from the Superintendent recommendations for the welfare of the school district. His/Her role is to provide educational leadership for the public schools of the district.

The Board will require of the Superintendent attendance at all Board meetings except at times when his own employment may be under consideration, or by mutual consent he/she may be absent for a reason authorized by the Board.

The Board will employ, promote, transfer, suspend, or dismiss personnel after consultation and upon recommendation of the Superintendent, and will issue all orders affecting employees through the Superintendent.

The Board will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program, with the advise and cooperation of the Superintendent as their executive officer and professional advisor.

The Board will endeavor thoroughly and constructively to orient new board members into the work of the Board and the educational program of the schools, with the assistance of the Superintendent.

In the District, the Board shall expect the Superintendent to assume his/her place as a citizen with all of the responsibility which the concept of citizenship conveys. He should use his position of leadership to present the cause of public education honestly and forthrightly, and to further district activities compatible with and complimentary to those of the schools.

The Board and the Superintendent shall develop the basic criteria for evaluating any issue, its effect upon the educational welfare of boys and girls.

The Board and Superintendent, have the moral obligation to provide such leadership and render such service as will give dignity to the teaching profession and the learning process, as will engender trust and confidence on the part of all citizens in American public education. It is their

obligation and responsibility to work together for an increasingly effective program of education for all those who attend school in West Jefferson School District.

In situations which arise within the schools where the Board has provided no guidelines for administrative action, the Superintendent shall have power to act, but his decisions shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

The Superintendent of Schools is the authorized representative of the Board, unless by specific Board action, another person is so appointed for a specific purpose for a specified time.

Legal Reference
Idaho Code 33-513

Policy History:
Adopted on: September 19, 1985
Revised on: February 10, 2004

301.4 ADMINISTRATIVE AUTHORITY WHEN THE SUPERINTENDENT IS ABSENT

The administrative line of authority when the superintendent is absent is in the following sequence:

1. Terreton principal with the most seniority.
2. Terreton principal with the least seniority.
3. Hamer principal/head teacher.

Such authority is provided to meet the day-to-day operations needs of the district including but not limited to: authority to sign leave requests and related travel arrangements, per diem requests, purchase requisitions, district level purchase orders, and other routine business documents.

In addition, the senior administrator will consult with other administrators, the superintendent if available via phone or email, and the board chair prior to making a final determination for all other decisions that cannot be deferred.

Policy History

Adopted on April 8, 2010

302 ADMINISTRATIVE POSITIONS

302.1 BUSINESS MANAGER

The Business Manager shall exercise such administrative authority and perform such tasks as may be delegated by the Board through the Superintendent.

This position shall be responsible for the following:

- for the organization and supervision of an effective, efficient accounting system in caring for all financial details of the District.
- for the general program of purchasing and distributing equipment, supplies and materials.
- for fund management, payroll, accounts receivable, accounts payable, general ledger/budget management, and detailed reporting as required by the state and local officials.
- for inventory management.

Policy History:

Adopted on: September 19, 1985

Revised on: December 9, 2010

302.2 ELEMENTARY COORDINATOR

The job description for the Elementary /Jr. High Principal shall be as follows:

GENERAL AREAS OF RESPONSIBILITY:

- Instructional Program
- Curricular Program
- School Climate
- Safe Environment
- Staff Supervision & Evaluation
- Public Relations
- Supervision of Activities
- Student Discipline
- School Budget
- Hiring
- In-service & Staff Development
- Development of Master Schedule

The School Principal will:

1. Administer and supervise the instructional program of the school curriculum and personnel.
2. Facilitate communication with parents and community.
3. Assume responsibility of the buildings, grounds, equipment and supplies of the school.
4. Keep an accurate account of the school budget.

5. Compile and interpret student data for the purpose of enhancing student academic growth and for making adequately yearly progress (AYP) as required by NCLB.
6. Supervise and conduct the evaluation of both certified and classified staff.
7. Administer and enforce student rules of conduct.
8. Co-advise Student Council
9. Promote the school to parents and community members.
10. Be accessible to students, staff, and patrons
11. Attend all administration meetings and complete assignments in a timely manner.
12. Hold regularly scheduled staff meetings and submit minutes to the superintendent.
13. Recommend school improvement processes based on sound research findings.
14. Report to the school board upon request.
15. Carry out all school board policies as outlined in the policy manual.
16. Report to the superintendent on a regular basis.
17. Report to the state the required statistical data and all other reports as requested.
18. Continue to set goals for the school as well as personal and professional goals.
19. Be a positive role model in the community and take an active part in community affairs.
20. Carry out other duties and assignments as directed by the superintendent.

Policy History:

Adopted on: September 19, 1985

Revised on: December 9, 2010

302.3 TREASURER

The Treasurer is an officer of the Board and shall have authority to sign official financial documents in behalf of the board. The Business Manager shall serve as assistant treasurer and shall maintain up-to-date accounts of all financial transactions and receives and deposits all school district money. The assistant treasurer shall make the payroll, all necessary reports pertaining in finances, and pre-audit the financial records of each individual school. (also see Board Policy 302.1.)

Policy History:

Adopted on: September 19, 1985

Revised on: December 9, 2010

302.4 SUPERVISOR OF TRANSPORTTION

He keeps accurate records on the operation of each school bus and route. He is responsible for the organization and supervision of the transportation system.

Drivers are responsible to the Transportation Director, but will cooperate with the Principals in all student problems pertaining to their bus. The Transportation Supervisor is responsible for the maintenance of the buses and is responsible to the Superintendent of Schools.

Policy History:
Adopted on: September 19, 1985

302.5 FOOD SERVICE SUPERVISOR

The food service program shall be under the direction of the Food Service Supervisor who shall be employed by the Board upon the recommendation of the Superintendent. It shall be the duty of the Supervisor to employ all cafeteria employees, under the employment practice of the Board and to see that they have health certificates as required of food handlers.

The Supervisor shall prepare all menus, purchase the food and supplies and keep all financial and other records as may be required. The Food Service Supervisor is responsible to the Superintendent.

Policy History:
Adopted on: September 19, 1985

302.6 MAINTENANCE SUPERVISOR

The District Maintenance Supervisor assists the custodians in their work in the maintenance and repair of the buildings in the District. He/She makes regular inspection of all school buildings with special attention to safety, cleanliness, fire prevention and general building repair. He/She makes estimates of costs of repair work in the district under the direction of the Superintendent. He is responsible to the Superintendent.

Policy History:
Adopted on: September 19, 1985

302.7 HIGH SCHOOL PRINCIPAL JOB DESCRIPTION

The job description for the Principal at West Jefferson High School shall be as follows:

GENERAL AREAS OF RESPONSIBILITY:

- Instructional Program
- Curricular Program
- School Climate
- Safe Environment
- Staff Supervision & Evaluation

- Public Relations
- Supervision of Activities
- Student Discipline
- School Budget
- Hiring
- In-service & Staff Development
- Development of Master Schedule

The School Principal will:

1. Administer and supervise the instructional program of the school curriculum and personnel.
2. Facilitate communication with parents and community.
3. Assume responsibility of the buildings, grounds, equipment and supplies of the school.
4. Keep an accurate account of the school budget.
5. Compile and interpret student data.
6. Supervise and conduct the evaluation of both certified and classified staff.
7. Plan and supervise graduation exercises.
8. Administer and enforce student rules of conduct.
9. Promote the school to parents and community members.
10. Be accessible to students, staff, and patrons
11. Attend all administration meetings and complete assignments in a timely manner.
12. Hold regularly scheduled staff meetings and submit minutes to the superintendent.
13. Recommend school improvement processes based on sound research findings.
14. Report to the school board upon request.
15. Carry out all school board policies as outlined in the policy manual.
16. Report to the superintendent on a regular basis.
17. Report to the state the required statistical data and all other reports as requested.
18. Continue to set goals for the school as well as personal and professional goals.
19. Be a positive role model in the community and take an active part in community affairs.
20. Carry out other duties and assignments as directed by the superintendent.
21. Co-advise Student Council
22. Co-teach leadership class.

Policy History:

Adopted on: June 9, 2005

302.8 HIGH SCHOOL ASSISTANT PRINCIPAL/COUNSELOR JOB DESCRIPTION

The job description for the Assistant Principal/Counselor at West Jefferson High School shall be as follows:

GENERAL AREAS OF RESPONSIBILITY:

- Personal/Social Development of Students
- Individual Student and Group Planning
- Career Development
- Health Services
- Testing Coordinator for High School
- Master Schedule
- Assist at-risk Students
- Assist in supervision of Staff
- Building Supervision in Absence of Principal
- Assist in Discipline
- Co-supervise Student Council
- Assist in Hiring
- Tech-prep Coordinator

The Assistant Principal/Counselor will:

1. Work with students on an individual and group basis and offer counseling.
2. Maintain a four year plan for each student.
3. Assist in managing activities and events.
4. Assist the principal with student discipline.
5. Notify students about various scholarship information and assist the PASTA committee with filling out the financial aid form.
6. Co-manage the master schedule with the principal.
7. Co-teach the leadership class with the principal.
8. Co-advise the student council with the principal.
9. Act for the principal in his absence.
10. Attend administrative meetings as needed.
11. Help keep and share pertinent test data.

Policy History:

Adopted on: June 9, 2005

303 BUILDING PRINCIPALS

303.1 PRINCIPALS

Principals are the administrative heads of the respective buildings and as such are responsible for the enforcement of all rules and regulations passed by the Board and for carrying out the directions of the Superintendent. Teachers and custodians will follow the directions of their principals and shall be responsible to them.

It is expected that principals shall take a personal interest in the care, protection, upkeep and order of their respective buildings and special attention to conditions which contribute to fire and accidents and factors that affect the health and comfort of pupils. They shall preserve all school property, in their charge, be responsible for all keys used by the teachers and prepare annual inventories of all property in their care.

At least half of the principal's time, exclusive of teaching, shall be spent in general supervision to improve the work of teachers and pupils. Teachers' meetings shall be called regularly to further this purpose.

Principals shall be required to report yearly, or as often as requested, to the board on the teaching personnel under their respective jurisdictions. Principals must confer with their teachers on the strength and weakness of their teaching and any unsatisfactory conditions should be discussed early in the fall so that they may be rectified.

Principals are responsible for the general discipline of pupils in the buildings and on the playground. A list of teachers showing the hall, playground, noon duty, and other assignments should be posted at the beginning of the term. The Principal is authorized to handle discipline problems in the schools.

Principals are responsible for all school funds which are maintained for their building and must keep strict account of the same using such methods as the Board and Superintendent may direct. Records of funds shall be turned in to the Treasurer at the close of the school year for auditing. Financial records shall be audited annually by a public accountant selected by the Board.

Each principal is responsible for the administration of school policy in his building. Policies, which involve only the specific school, are developed by the principal and the staff in consultation with the Superintendent, but must conform to basic school district policy and be consistent with the policies of other schools in the District.

Policy History:

Adopted on: September 19, 1985

303.2 SEXUAL HARASSMENT IN SCHOOLS

[HARASSMENT COMPLAINT FORM](#)

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. Sexual harassment as defined herein, will not be tolerated in this school district. It will be a violation of this policy for any student or employee of the school district to harass a student or n employee through conduct or communication of a sexual nature as defined by this policy.

Any sexual harassment as herein defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

The school district will act to investigate all complaints, either formal or informal, verbal or written of sexual harassment and to appropriately discipline any student or employee of the district.

SEXUAL HARASSMENT DEFINED: Unwelcome sexual advances, requests for sexual favors of physical conduct or communication of a sexual nature when made by a student or employee to another student or employee constitutes sexual harassment when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education, or participating in school related activities, or
- B. Submission or rejection of that conduct or communication by any individual is used as a basis for decisions affecting that individual's employment or education; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Demanding sexual favors accompanied by implied or overt promises of professional treatment with regard to an individual's employment or educational status.
4. Any sexually motivated unwelcome touching.
5. Repeated remarks to a person with sexual or gender-related demeaning implications.
6. The display of sexually suggestive pictures, cartoons, or graffiti; or
7. Graphic verbal comments about a person's body, sexual prowess, or sexual deficiencies.

An individual who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

PROCEDURES: Complaints by an employee or student who believes that he or she has been subjected to sexual harassment by a student or employee of this school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated by this policy. Students and employees are urged to report any unwelcome conduct of sexual nature by supervisors, fellow employees, teachers, or students. The school district recognizes the reluctance by some to report alleged violations of this policy. All complainants are assured that no retaliation shall be taken for the good faith reporting of any violation of this policy.

The school district will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal

obligations and the necessity to investigate allegations of harassment and take appropriate disciplinary action when the conduct has occurred.

REPORTING: The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. An initial report may be made to a teacher, counselor, or administrative staff member, who will then report it to the building principal. The complaint will be filed directly with the superintendent or school board chairman when reports or complaints of sexual harassment occur where there is no building principal, or if the complaint involves the building principal.

If the report is given verbally, the individual receiving the report shall have the complaining party complete the Sexual Harassment Report Form within 36 hours. Failure to investigate any sexual harassment report or complaint as provided herein may result in disciplinary action.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments. Use of a formal reporting form is recommended but not mandatory.

INVESTIGATION AND RECOMMENDATION: By authority of the school district, upon receipt of a report of complaint alleging sexual harassment, the building principal (or other designee as provided in this policy) shall immediately authorize an investigation. This investigation may be conducted by the school district officials or a third party designated by the school district. The investigating party shall provide to the Superintendent a written report of the status of the investigation within fifteen (15) working days after receipt of the complaint.

If the allegations involve the superintendent, the status report shall be provided to the Chairman of the Board of Trustees.

The investigation may consist of personal interviews with complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The school district may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment. Upon completion of the investigation, a final written report with recommendations shall be made to the Superintendent or to the School Board Chairman when the complaint involves the Superintendent.

SCHOOL DISTRICT ACTION: Upon receipt of a report with recommendations, the school district will take such action as appropriate based on the results of the investigation. Action, if any, taken by the school district may subject staff members to disciplinary action including, but not limited to, reprimand, suspension, or termination. If a substantiated charge is against a student, that student may be subjected to disciplinary action including, but not limited to, suspension or expulsion. The retention or dissemination of information about complaints, investigations, reports, recommendations or action taken should be kept confidential consistent

with district policies and statutes. (See also: Idaho Code, Section 67-2345 (b) regarding executive sessions).

REPRISAL: The School District may discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in any investigation proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

NON-HARASSMENT: The School district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment or educational effect, requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Individuals making false accusations regarding sexual harassment may be appropriately disciplined

Any school GENERAL ISSUES: Under certain circumstances, sexual harassment may constitute sexual abuse as defined by State statutes. Please refer to State statutes relating to reporting requirements for suspected sexual abuse.

District action taken pursuant to this policy will be consistent with the requirements of applicable collective bargaining agreements, and school district policies. The school district will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, expulsion, or immediate discharge to end sexual harassment and prevent its recurrence.

Policy History:

Adopted on: January 12, 1995

303.25 HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Legal References: 20 U.S.C. 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on:

Revised on:

The following definitions and procedures shall be used for reporting, investigation and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions of other school events.
2. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where employee is engaged in district business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, [sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.
5. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately

adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

6. Intimidation: includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

7. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence.

Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of the orientation program.

Complaint Procedures

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

Step III: If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within [10] working days.

Step IV: If the complainant is not satisfied with the decision at Step III, written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step II decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on: December 6, 2006

Revised on

304 PROCEDURES FOR EMERGENCY SCHOOL CLOSURE

In the event of cold temperatures, or blowing and drifting snow, creating a dangerous situation for students, the Transportation Supervisor will obtain a report from available school district bus drivers and Jefferson County Road and Bridge. He will notify the superintendent by 5:30 a.m. with a recommendation for or against school closure. The Superintendent will make every effort to gather information from a variety of sources such as the Internet and School Board members. In conjunction with School Board Members, he will make the determination to continue with, or close school, before 6:00 a.m. if possible. An effort will be made to inform all Board members of each school closure.

Calls will be made and information will be reviewed in this order:

1. Transportation Supervisor
2. County Road and Bridge
3. Internet - <http://niwc.noaa.inel.gov/weather/currentobs.asp>
<http://www.noaa.inel.gov/windv/windv.asp#4> also <http://www.wrh.noaa.gov/pih>
<http://hb.511.idaho.gov/main.jsf?minLat=41.858&minLon=-114.952&maxLat=44.077&maxLon=-110.435>
http://mesowest.utah.edu/cgi-bin/droman/meso_base.cgi?stn=TER&product=&time=LOCAL
http://mesowest.utah.edu/cgi-bin/droman/meso_base.cgi?stn=MON&product=&time=LOCAL
http://mesowest.utah.edu/cgi-bin/droman/meso_base.cgi?stn=HAM&product=&time=LOCAL
4. School Board Member - Hamer
5. School Board Member - Montevieu
6. School Board Member - Terreton

The following factors will be considered when making a decision to close school:

1. An average temperature of -20 F. across the district.
2. A significant portion of the district with temperatures at or below -20 F.
3. Blowing and/or drifting snow such that bus travel becomes hazardous.
4. Indications from County Road and Bridge that snowplows will not be operating.
5. Indications that dangerous conditions are forthcoming and that a hazardous situation may develop if students are brought to, or kept at, school.

INFORMING STAFF OF CLOSURE:

In the event of school closure each school will have an official telephone tree beginning with the Principal. The Superintendent will make every effort to contact each principal who will then in turn contact those at the commencement of the telephone tree. The final person on each tree will call the principal to let him know the tree has been successfully completed.

INFORMING PATRONS OF CLOSURE:

When schools are closed because of weather related conditions, the following radio and television stations will be notified: (Usually between 6:00-6:30 a.m.)

- Radio Stations KID-----524-5900
 - KUPI-----522-1105 (after 7 AM) 522-9400 (before 7 AM)
 - Z103-----782-1033
 - KBYI-----496-2908 or 524-0516
- Television Stations KID-TV3-----529-1588
 - KIFI-TV8-----525-2520
 - KPVI-TV6-----235-3152 -3154 or -3135

Policy History:

Adopted on: December 11, 2003
Revised on: December 10, 2009

305 ADMINISTRATIVE SALARIES

Principals’ salaries shall be set annually by the Board of Trustees. Contracts shall be written for 204 days. Contracts may be for one or two years at the discretion of the board.

The superintendent’s salary shall be set annually by the Board of Trustees. Contracts may be written for one to three years.

Policy History:

Adopted on: January 13, 2005
Revised on: August 11, 2011

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