

Dietrich School District #314
"Educate Empower and Prepare"

August 20, 2024

7:00 P. M. Regular Meeting

Regular School Board Meeting Agenda

Mission: We exist to Educate, Empower, and Prepare students for a productive life.

Vision: Maintain a culture where Respect, Integrity, and Perseverance are cultivated. Operate a safe and welcoming school. Where each student is challenged to achieve excellence in Preparation for College, Career and a Productive Life.

Regular Meeting Agenda
7:00 P.M.

1. Call to Order
 - a. Pledge of Allegiance
 - b. Vision and Mission
2. **Public Input:** Those wishing to address the Board will fill out a Request to Appear Before the Board (4105F) and submit to the district clerk before the beginning of the meeting. **There will be no action taken at this time.**
3. **Consent Agenda Action**
 - a. Approval of Minutes [July 16](#), [July 23](#), [August 5](#), 2024
 - b. [Approval of Accounts Payable AP2](#)
 - c. [Approval of Student Body Balance Sheet](#)
 - d. [Personnel](#)
4. **Action Item:** Approve/Deny Consent Agenda
5. [Superintendent Report](#)
 - a. IASA Conference
 - b. PLC Grant
 - c. Upcoming Dates
 - d. Maintenance Report
6. [Principal Report](#)
 - a. IASA Conference
 - b. PLC Conference
 - c. [Logo/School Colors](#)
 - d. JH Consortium
 - e. Athletics
7. Board Business
 - a. [Staff Handbook Action](#)
 - b. [Student Handbook Action](#)
 - c. [Bus Routes](#)1 [Busroute 2](#) **Action**
 - d. [Exit Interview Policy](#)
 - e. [Board Clerk Insurance Action](#)
 - f. [10 year Plan Facilities Funds](#) **Action**
 - i. [Facilities Funds Info](#)
8. **Policy**
 - a. 1st reading revision [1140](#), [2320](#), [2320F](#), [2385](#), [3440](#), [5430](#), [5470](#)
 - b. 2nd reading [5270](#) Conflict of Interest **Action**
 - c. 2nd reading revision [4105](#) [4105 F](#) Patron Input **Action**
 - d. 2nd reading [1500](#), [1500 P](#), [1500 B](#), [2500](#), [2500 F](#), [2530](#), [2530 F](#), [2705](#), [3060](#)

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[3500](#), [3500 F](#), [3540](#), [7402](#) Action

Work Session

1. Executive Session as per code 74-206 (1) subsections(b)(d)

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or individual agent, or public school student;

(d) To consider records that are exempt from disclosure as provided in [chapter 1, title 74](#), Idaho Code.

9. Superintendent Goals

10. Board Goals

11. Future Agenda Items

a. Regular Meeting September 17, 2024 at 7:00pm

12. Adjournment

Approved

**Dietrich School District #314
Board of Trustees Board Meeting
August 5, 2024
Special Board Meeting Agenda
1:00 P.M.**

Special Board Meeting Session

The Board Meeting was called to order at 1:01 pm by Rick Bingham via call. The Board members present were Ben Hoskisson, Wyatt Weber, Starr Olsen and Valerie Varadi all attending via call. Superintendent Shaw, Principal Romander and staff members Jalyn Shaw, Jerry Heimerdinger, Matigan Bingham, Leslie Rands, and Joyce Nicholes were also present along with patrons Angela Hubert, Amy Webb, Ivie Hubert, Heather Torgerson, Jolyn Churchill and Heather Shaw.

Ben Hoskisson made a motion to amend the agenda to add Executive Session section (a.) To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; for personnel with good faith reason being that new information was provided since the posting of the agenda. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Starr Olsen made a motion to go into Executive Session. The motion was seconded by Wyatt Weber. Roll call vote was unanimous in favor.

The Board went into executive session at 1:07. Superintendent Shaw, Principal Romander and Board Clerk Sarah Shaw were invited to attend the Executive Session in its entirety.

Executive Session

Personnel was discussed. The Executive Session was adjourned at 1:24 pm.

Rick Bingham attended in person from 1:24 pm through the duration of the board meeting.

Starr Olsen made a motion to hire Teacher A, the hiring committees' recommendation for the position of Kindergarten teacher. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Future Agenda Items

Next Board meeting will be held on August 20, 2024 at 7:00 pm.

The meeting was adjourned at 1:26 pm.

Approved

**Dietrich School District #314
Board of Trustees Board Meeting
July 16, 2024
Regular Meeting Agenda
7:45 P.M.**

The board meeting was called to order at 7:45 P.M. by Board Chair Rick Bingham. The Board members present were Ben Hoskisson, Wyatt Weber, and Valerie Varadi. Starr Olsen was involved via remote conferencing. Superintendent Stefanie Shaw, staff members Steve Shaw, Maureen Heimerdinger, and patrons Roy Hubert, Mindy Robertson, Angela Hubert, Ivie Hubert, Heather Torgerson, Mike Torgerson, Colette Robertson, Susan Pohanka, and Mike Pohanka.

Work Session Agenda

Work Session was postponed to the following Tuesday the 23rd of July due to insufficient number of board members available to attend.

Regular Meeting Agenda

Ben Hoskisson made a motion to amend the order of the agenda to move the Appoint Action item 2 a. (Action to Appoint Kacy Bradshaw as Treasurer) from the Work Session to 2 a. In the regular meeting agenda and adjust the following topics in order accordingly, with the good faith reason being there was an emergency cancellation of the work session and it needed to be added to the regular meeting agenda. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Ben Hoskisson made a motion to appoint Kacy Bradshaw as Treasurer and to add her to bank accounts. The motion was seconded by Valerie Varadi. Vote was unanimous in favor.

Consent Agenda

Ben Hoskisson made a motion to approve the Consent Agenda. The motion was seconded by Valerie Varadi. Vote was unanimous in favor.

There was no public input for this board meeting.

Superintendent Report.

Report was as read with the following points:

- Update
- Upcoming Dates
- Maintenance Report

Board Business

There was no need for action made on the Continuous Improvement Plan as it will be included in the Work Session that has been postponed until the following Tuesday.

Ben Hoskisson made a motion to approve the IHSAA Coaches Passes. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Superintendent Shaw provided information for possible JH Consortium with Richfield Schools as it pertains to those in favor and those against the idea within the Richfield and Dietrich communities and schools' staff members. Discussion was had, and intent of further coordinating efforts was established.

Ben Hoskisson made a motion to approve the JH Consortium with Richfield Schools. The motion was seconded by Valerie Varadi. Vote was unanimous in favor.

Policy

Discussion was had on whether or not policy 5270 needed to be discussed in executive session. The decision was made that the executive session for this topic was not needed.

Valerie Varadi made a motion to accept the first reading of policy 5270. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Valerie Varadi made a motion to accept the first reading of policies 4105 and 4105 F. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Wyatt Weber made the motion to accept the first reading of policies 1500, 1500 P, 1500 B, 2500, 2500 F, 2530, 2530 F, 2705, 3060, 3500, 3500 F, 3540, and 7402. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Valerie Varadi made the motion to accept policy 9100. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Future Agenda Items

The postponed Work Session will be held on Tuesday, July 23, 2024 at 7pm with the action item being the Continuous Improvement Plan.

Next Board meeting will be held on August 20, 2024 at 7:00pm.

Exit Interview Policy

Grievance Policy (September or October)

Rick Bingham Adjourned the meeting at 8:47pm.

Approved

**Dietrich School District #314
Board of Trustees Board Meeting
July 23, 2024
Special Board Meeting
7:00 P.M.**

Special Work Session

The Special Board Meeting was called to order by Rick Bingham via call at 7:01 pm. The Board members present were Rick Bingham, Ben Hoskisson, Wyatt Weber, and Valerie Varadi. Superintendent Stefanie Shaw and David Brinkman (ISBA trainer) were also present.

Ben Hoskisson made a motion to amend the agenda to add section (a.) To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; into executive session with good faith reason being there was information that was made known right before the meeting. Valerie Varadi seconded the motion. Vote was unanimous in favor.

Ben Hoskisson made a motion to appoint Stefanie Shaw as Temporary Board Clerk. Valerie Varadi seconded the motion. Vote was unanimous in favor.

Ben Hoskisson made a motion to go into executive session as per Idaho Code 74-206 subsections (a.) To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, (b.) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or individual agent, or public school student, and (d.) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. Wyatt Weber seconded the motion. Roll call vote was unanimous in favor.

Superintendent Shaw and David Brinkman were invited to attend the Executive Session in its entirety.

Executive Session

- Personnel was discussed from 7:22 pm- 7:40pm
- Continuous Improvement Plan was discussed from 7:40 pm- 9:03 pm

Board Chairman Rick Bingham joined the executive session in person at 7:50 pm.

Superintendent Shaw was dismissed from executive session for Superintendent Evaluation.

- Superintendent Evaluation was discussed from 9:05 pm- 9:40 pm
- Superintendent Shaw was invited back into Executive Session at 9:40 pm.
- Superintendent Evaluation was discussed from 9:40 pm- 10:57 pm

The Board ended the Executive Session at 10:57 pm.

Ben Hoskisson made a motion for the Continuous Improvement Plan to be approved with Superintendent Shaw and David Brinkman completing narrative sections. Valerie Varadi seconded. Vote was unanimous in favor.

The Board Meeting was adjourned at 10:59 pm.

(AP MO-YR: 08-2024-08-2024; DETAIL MO-YR: 08-2024-08-2024; ACCT RANGE: 000-000000-000-000-0 - 9ZZ-ZZZZZZ-ZZZ-ZZZ-Z)					
ACCOUNT #	DEPT	VENDOR	PO #	DESCRIPTION	AMOUNT DATE
100-632270-000-000-0	000000	Idaho State Insurance Fund	006951	State Insurance fund 2024-25 premium	9,432.00 08/19/24
100-681330-001-000-0	000000	Idaho Power	006950	22 E 1st st BSBN	100.94 08/19/24
100-681330-001-000-0	000000	Idaho Power	006950	524 N Park st Ag	356.70 08/19/24
100-681330-001-000-0	000000	Idaho Power	006950	210 4th st GYM	4,042.33 08/19/24
100-681330-001-000-0	000000	Idaho Power	006950	406 n Park MBLG	18.98 08/19/24
100-681330-001-000-0	000000	Idaho Power	006950	447 N Park St	60.78 08/19/24
100-681320-000-000-0	000000	A & A Mobile Services, LLC	006953	Annual inspection on Bus 108	9.60 08/19/24
100-681320-000-000-0	000000	A & A Mobile Services, LLC	006953	Annual inspection on 2001 #00 Bus	860.00 08/19/24
100-681320-000-000-0	000000	A & A Mobile Services, LLC	006953	Annual inspection on Bus #20	860.00 08/19/24
100-681320-000-000-0	000000	A & A Mobile Services, LLC	006953	Annual inspection	860.00 08/19/24
100-681420-000-000-0	000000	A & A Mobile Services, LLC	006953	Battery Latches on bus #20	865.40 08/19/24
100-681420-000-000-0	000000	A & A Mobile Services, LLC	006953	Latches greased hoop prop welded	276.00 08/19/24
100-681420-000-000-0	000000	A & A Mobile Services, LLC	006953	Wiper Blades Misc for #00 bus	206.71 08/19/24
100-681420-000-000-0	000000	A & A Mobile Services, LLC	006953	Filled radiator gear boxes latches a	301.80 08/19/24
310-811810-000-000-0	000000	Zions Bank	006952	Bond Principle Pmt	110,000.00 08/19/24
310-811820-000-000-0	000000	Zions Bank	006952	Bond Interest payment	30,543.75 08/19/24
***GRAND TOTAL					158,184.79

Dietrich School District

Balance Sheet

As of August 12, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	2,400.00
D.L. Evans Bank	88,604.05
Undeposited Cash Box Funds	0.00
Total Bank Accounts	\$91,004.05
Accounts Receivable	
Accounts Receivable	10,384.86
Total Accounts Receivable	\$10,384.86
Other Current Assets	
Inventory Asset	972.93
Undeposited Funds	250.00
Total Other Current Assets	\$1,222.93
Total Current Assets	\$102,611.84
TOTAL ASSETS	\$102,611.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,480.05
Total Accounts Payable	\$ -1,480.05
Credit Cards	
Shania's SB CC	369.82
Total Credit Cards	\$369.82
Total Current Liabilities	\$ -1,110.23
Total Liabilities	\$ -1,110.23
Equity	
Opening Balance Equity	0.00
Sales Tax	-3.91
Sawtooth Conference	4,000.01
Scholarships	180.00
Scholarship- Wayne Dill "Be Somebody"	1,500.00
Scholarship-Community	1,951.01
Scholarship-David Sorensen	4,125.00
Scholarship-Luke Beckley	0.00
Scholarship-Staff	5,468.76
Volunteer Scholarship	1,010.00
Total Scholarships	14,234.77

	TOTAL
Student Body Balance	0.00
00-Ramburg	179.68
01-M. Helmerdinger	924.61
02-Novotny	127.90
03-Stowell	259.51
04-Hollibaugh	419.00
05-Astle	461.89
06-Norman	452.48
Athletics	-51,436.62
Activity Cards	23,341.90
Adult/Senior Pass	1,710.98
Family Pass	8,280.02
Total Activity Cards	33,332.90
Gates	33,710.37
Ice Cream	2,466.73
NFHS Kickback	1,051.40
Officials	-405.28
Official Contract Fee	-39,331.00
Total Officials	-39,736.28
Student Sport Fees	
BBB	7,800.00
Cheer	363.59
FB	10,595.91
GBB	7,075.94
Shooter Shirt- GBB/BBB	0.00
Track	8,042.71
VB	8,417.00
XC	998.00
Total Student Sport Fees	43,293.15
Total Athletics	22,681.65
Auto Collision	0.00
Class Projects	0.00
Nova Project	0.00
Total Auto Collision	0.00
Box Tops/Field trips	873.06
Class of 2018	407.65
Class of 2019	286.97
Class of 2020	2.42
Class of 2021	378.63
Class of 2022	29.49
Class of 2023	191.29
Class of 2024	808.14
Class of 2025	1,200.53
Class of 2026	1,313.27
Class of 2027	1,497.76
Class of 2028	799.91
Class of 2029	335.59
Class of 2030	100.00

	TOTAL
Club BPA	2,474.80
Club FFA	-104.37
Club FFA Fundraising	672.89
Total Club FFA	568.52
Club Music	7,123.22
Concessions	6,218.05
Elementary Field Trips	338.68
General Student Body	237.74
HS Science	175.51
In/Out	526.37
Jae Foundation	2,475.70
Library	581.05
Other Student Body Income	0.00
Robotics	457.88
Secondary Social Studies	138.65
Ski/Skate/ Wahooz	26.70
SPED	183.87
Student Council	676.84
SunShine Committee	1,114.91
Team Accounts	
Team BBB	5,595.59
Team Cheer	2,790.88
Team FB	1,307.58
Team GBB	-2.28
Team Track	154.34
Team VB	5,656.96
Team Wrestling	940.10
Team XC and Track	3,721.43
Total Team Accounts	20,164.60
Walking/Attendance	1,010.76
Yearbook	6,852.43
Total Student Body Balance	85,077.71
Tournament/ All Sports	623.53
Tournament/ Dist. Basketball	0.00
Unrestricted Net Assets	-298.23
YEA	88.19
Net Income	
Total Equity	\$103,722.07
TOTAL LIABILITIES AND EQUITY	\$102,611.84

Personnel

Educate, Empower, Prepare

❖ Resignations

➤ N/A

❖ New Hires

Substitute-

Amy Webb

Paraprofessional

Ryann Perron

JH Volleyball

Daisy Johnson

JH Football

Trevor Rands

Mentors

Eric McHan

Diane Norman

Maureen Heimerdinger

Sarah Stowell

Elizabeth Hollibaugh

Afterschool help

Eric McHan

Tanya Astle

Team leads

Diane Norman

Eric McHan

Maureen Heimerdinger

Amy Wood

❖ Open Enrollment Applications

➤ Abrianna Peterson

❖ Open positions

N/A

❖ Emergency Openings

N/A

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SUPERINTENDENT REPORT

AUGUST 2024

UPCOMING DATES

AUGUST

12-13 TEACHER INSERVICE

14-15 ALL STAFF INSERVICE

19 FIRST DAY OF SCHOOL

20- SCHOOL BOARD MEETING

SEPTEMBER

2- NO SCHOOL LABOR DAY

13- TEACHER INSERVICE

PLC GRANT

- AS PART OF THE PLC GRANT THAT WE RECEIVED FOR THIS SCHOOL YEAR. THE TEAM LEADS HAD A TRAINING WITH EMMALLEE MERRIL WITH THE STATE DEPARTMENT AND OUR PLC COACH RICHARD JAMISON THE END OF JUNE.
- THE 2ND WEEK IN JULY MR ROMANDER AND THE TEAM LEADS ATTENDING A PLC CONFERENCE IN SALT LAKE CITY UTAH FOR 3 DAYS. THEY ALL HAD A LOT OF TAKEAWAYS FROM THE CONFERENCE.
- THE TEAM WILL BE USING SOME THINGS THAT THEY LEARNED AT THE CONFERENCE IN RESTRUCTURING PLC FOR THE DISTRICT FOCUSING ON STUDENT ACHIEVEMENT AND STAFF DEVELOPMENT.
- AUGUST 7TH RICHARD CAME BACK TO THE DISTRICT AND MET WITH MR ROMANDER AND THE TEAM LEADS. THEY RECAPPED THE CONFERENCE AND IDENTIFIED NEXT STEPS FOR IMPLEMENTATION.
- MR JAMISON WILL BE COMING TO THE DISTRICT ONCE A MONTH FOR THIS SCHOOL YEAR TO PROVIDE SUPPORT TO MR ROMANDER AND THE TEAM LEADS IN DEVELOPING A HIGH FUNCTION PROFESSIONAL LEARNING COMMUNITY.
- I AM EXCITED TO SEE THE GROWTH AND POSITIVE CHANGE FOR OUR STUDENTS THROUGH THIS PROCESS.

IASA CONFERENCE

The main speakers at this year's conference were amazing. The first day the speaker was Ron Clark. He was an amazing speaker and has done a lot of work in building up low performing schools. The second day's keynote speaker was Sean Covey. His topic was The question is how? Both of these speakers were very inspirational and had great messages to start out the year.

I attended a couple sessions on Chat AI. Based on these trainings I will be doing a training with the staff on Tuesday on CHAT AI and How to use this. The main point in both sessions I attended was that it is not going away and we need to teach our students how to use it properly or they will be left behind.

One of the sessions I attended that had a big impact on me as a school leader was entitled Head and Heart Leadership. My biggest take away from this session is that a lot of times I lead with my head and I need to lead not just with my head but my heart as well.

This goes along with some of the work I am doing on myself as a school leader through Franklin Covey. It will be a work in progress.

MAINTENANCE REPORT

AUGUST 2024

TRANSPORTATION

- All buses have annual inspections completed.
- A and A mobile service bring buses up to serviceability.
- Transportation preservice training Thursday August 15th.

GROUNDS

- Working on Football field to make safe for football players due to Vole Problem on the field and practice field.
- Working on repairs for the football scoreboard.

- Prepping building for students and teachers.
- All White boards will be installed this week.
- Still working on the fence around the ag shop.
- Teacher housing prepped for new staff moving in.
- Custodial helping out with maintenance.
- All floors are waxed and ready for staff and students.
- New carpet was installed in secondary classrooms.

Dean of Students Report

PLC Conference - SLC: Majority of the teachers felt like this was a very beneficial conference and helped to set the school up better to guide the staff through PLC's and prioritize a focus on student improvement. We will be putting the staff into teams before our first PLC meeting on September 13th. We purchased some material to help us with the challenges that come with PLC's in smaller schools. We will be giving teachers much more time this year to work as a collaborative team to find areas of needed improvement and where we can collaborate as teachers to better instruction and student learning.

IASA Conference - Great conference! Focused on aspects of leadership that help promote student engagement and strategies to help promote better student learning. Much of this aligned with what I have discussed with staff members and what my goal is for this year, which is making learning fun for kids, engaging the students and becoming the teacher that they remember as being a positive influence in their life. Discussed a few changes in high school sports (soccer) but none that applied to Dietrich.

Registration: I am working on finalizing registration. Would like to implement early registration next Spring in mid to late April during advisory. This will help eliminate trying to get kids registered right before school and allow for minor changes to some students. Another focus is on IDLA. After visiting with Superintendent Shaw and many staff members, IDLA is an area of focus that is needed for better structure and to ensure students are using their time wisely and for educational purposes. Also restricting students from participating in IDLA if they are not passing or finding success in IDLA.

School Logo: I have been working on a modern and universal school logo. Many do not want a mascot or logo that looks inappropriately "evil", but also feel the mascot drastically needs to be changed from what it currently is. I have attached 3 images to use as exact logos or as samples that can be adjusted and modified. Most of the staff I have shared them with seem to really like the logos.

Athletic Report

We are getting underway for Football, Volleyball and Cross Country. We are shooting for Homecoming September 9th-13th. Unfortunately, the dance will have to be held Friday after the football game due to gym scheduling conflicts.

Jr. High football is joining with richfield due to low numbers. Practice start date is Monday, 8/19 in Richfield. They will alternate weeks for practice, the first week being in Richfield.

Whereas Richfield is providing the coaches, we will be using their schedule.

Practice time will be 5-7:00 pm.

Each school will provide their own equipment and Richfield will supply the jerseys.

Date Opponent Time

9/3 Tue Hansen (A) 430

9/10 Tue Carey (H) FB only 2pm (We can play this in Dietrich)

9/17 Tue Carey (H) 2pm

9/19 Thu Butte County (A) 4pm

10/1 Tue Camas (H) 2pm

10/8 Tue Castleford (H) 2pm

That Carey game on 9/10 was originally scheduled as Carey at Dietrich, Carey agreed to play us if we combine. We would be willing to play that in Dietrich if you would like.

Transportation to games. We only have 2 away games so maybe for the Butte game you could bring the kids to Richfield and travel with us, and for the Hansen game we could swing by and pick you up.

Coaches. Kole Peck Richfield, Matt Kent Volunteer Richfield, would like to have a coach from Dietrich also if you have one.

2024-2025 Cognia Accreditation Engagement Review Tool- Tentative Work Plan

Contact Information:

Candice Grover, Regional Accreditation Evaluator
candice.grover@cognia.org
 Christy Anderson, Lead Analyst christy.anderson@cognia.org
 Jill Pendleton, Director Pacific Region jill.pendleton@cognia.org

[AER Self-Assessment Workbook](#)
[Performance Standards Cards](#)
[Cognia Glossary of Terms](#)

Note: Please set your schedule based on your accreditation date. All diagnostics must be submitted to the Workspace two weeks prior to your AER date.

Done	Date	Action	Who
	July to August	<ul style="list-style-type: none"> Complete Orientation - Overview of the AER process 	<ul style="list-style-type: none"> Head of institution (Principal)
		<ul style="list-style-type: none"> Develop or use existing School Improvement Team Complete required training live or register here: <ul style="list-style-type: none"> Engagement Review Training Asynchronous Canvas Course 	<ul style="list-style-type: none"> Head of institution (Principal) School's Point of Contact School Improvement Team
		Introductory Meeting with Candice Grover, Regional Accreditation Evaluator (RAE)	<ul style="list-style-type: none"> Head of institution (Principal) School's Point of Contact Regional Accreditation Evaluator (RAE)
		Develop a structure for the work <ul style="list-style-type: none"> Use current meeting times (PLCs), norms, documenting procedures- create shared docs 	<ul style="list-style-type: none"> Head of institution (Principal) School's Point of Contact
		Review and complete the Assurances in the Self-Assessment Workbook and/or eProve myJourney Workspace. <ul style="list-style-type: none"> Self-Assessment Workbook page 88 eProve™ myJourney (cognia.org) (Consider uploading evidence in the Accreditation Portfolio throughout the process.)	<ul style="list-style-type: none"> Head of institution (Principal) School's Point Person
		Draft the Executive Summary <ul style="list-style-type: none"> Self-Assessment Workbook page 33 Executive Summary Exemplar page 131 	<ul style="list-style-type: none"> Head of institution (Principal) School's Point Person
		Identify and Evaluate Data Sources for Required Analysis	<ul style="list-style-type: none"> Head of institution (Principal)

		<ul style="list-style-type: none"> ■ Analysis and Synthesis ■ Findings, Interpretations, and prioritization ■ Action <ul style="list-style-type: none"> ● Key Characteristic 2: Leadership for Learning <ul style="list-style-type: none"> ○ Reference Self-Assessment Workbook pages 52-62 ○ Rate and list evidence for each standard ○ Write Narrative Key Characteristic 2: Leadership for Learning <ul style="list-style-type: none"> ■ Analysis and Synthesis ■ Findings, Interpretations, and prioritization ■ Action <ul style="list-style-type: none"> ● Key Characteristic 3: Engagement of Learning <ul style="list-style-type: none"> ○ Reference Self-Assessment Workbook pages 63-72 ○ Rate and list evidence for each standard ○ Write Narrative Key Characteristic 3: Engagement of Learning <ul style="list-style-type: none"> ■ Analysis and Synthesis ■ Findings, Interpretations, and prioritization ■ Action <ul style="list-style-type: none"> ● Key Characteristic 4: Growth in Learning <ul style="list-style-type: none"> ○ Reference Self-Assessment Workbook pages 73-81 ○ Rate and list evidence for each standard ○ Write Narrative Key Characteristic 4: Growth in Learning <ul style="list-style-type: none"> ■ Analysis and Synthesis ■ Findings, Interpretations, and prioritization ■ Action <ul style="list-style-type: none"> ● Reflections <ul style="list-style-type: none"> ○ Reference Self-Assessment Workbook pages 82-87 ○ Record your reflections in brief narratives (500 words or less) <ul style="list-style-type: none"> ■ Areas of Excellence ■ Areas of Improvement ■ Challenges 	
		<p><i>Final Details</i></p> <ul style="list-style-type: none"> ● Update the Executive Summary and submit ● Complete and submit the diagnostics in the Workspace (eProve myJourney website). <ul style="list-style-type: none"> ○ Reference Self-Assessment Workbook page 89 	<ul style="list-style-type: none"> ● Head of institution (Principal) ● School's Point of Contact

		<ul style="list-style-type: none"> ■ How are you addressing those priorities and goals and what results do you have that measure your progress in meeting the priorities and goals? ■ What are your next steps based on your current progress? ■ Report on your data analysis findings. ■ Zoom interviews will also be held with students, parents, and teachers. ■ A Zoom exit meeting will be scheduled within a few days of the AER date. <p>Following the overview, we will schedule interviews with</p> <ul style="list-style-type: none"> ○ Click here for examples of introductory presentations 	
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Suggested Data Sources (Refer to the [Performance Standards Cards](#) as well.)

- Student performance- achievement, graduation, attendance, disciplinary information over the past 2 to 3 years.
- Improvement plan (goals, strategies) and documented results
- Curriculum - plan/map/scope and sequence
- Policies governing the institution
- Documented organizational practices and procedures (all handbooks)
- Professional learning plan, protocols, and schedule, including strengths and limitations
- Evaluation and supervision process, including strengths and limitations
- Description of any major initiatives being undertaken, including action research, training, and initial results that support the implementation of these initiatives
- A copy of the most recent budget and financial audit

Excellent and short resource:

<https://www.nassp.org/publication/principal-leadership/volume-19-2018-2019/principal-leadership-november-2018/measuring-what-matters-in-schools/>

Dietrich Blue Devil
Junior High/High School



Student

Handbook

2024-2025

School Year

Dietrich Student Handbook 2024-2025

Vision: Dietrich School Districts vision is to maintain a culture where Respect, Integrity, and Perseverance are cultivated. Operate a safe and welcoming school where each student is challenged to achieve excellence in preparation for college, career, and a productive life.

Mission: We exist to **educate, empower, and prepare** students for a productive life.

Values: Perseverance, Integrity, Respect

2024-2025

Student Council Members:

Student Body President-Eli Weber

Student Body Vice President-Brody Torgerson

Student Body Secretary –Reagen Christiansen

Student Body Treasurer –Ada Bingham

Spirit Coordinator - Gavin Hoskisson

Bell Schedule: Jr. High and High School

1st period 8:00-8:56

Breakfast 8:56-9:06

Advisory 9:06-9:23

2nd Period 9:26-10:22

3rd Period 10:25-11:21

4th Period 11:24-12:20

Lunch 12:20-12:48

5th Period 12:51-1:47

6th Period 1:50-2:46

7th Period 2:49-3:45

Important Dates:

August 19 - First Day of School

September 2 - Labor Day, No School

Homecoming - TBA

October 17 - End of First Quarter

October 24 - Parent Teacher Conferences

November 11 - Veteran's Day
November 25-28 - Thanksgiving Break
December 16-18 - Finals
December 19 - End of First Semester
December 23 - January 2 - Winter Break
January 6 - Second Semester Begins
March 13 - End of Third Quarter
March 19 - Parent Teacher Conferences
March 24-27 - Spring Break, No School
May 19 - Graduation
May 20-22 - Finals Week
May 22 - Last Day of School

Attendance

It is important to the school board and the administration that all students attend school regularly. Students are allowed 10 absences per semester. If a student goes over those absences in any class they will need to appeal to the Attendance appeal committee. Students will need to follow the attendance appeal process in order to receive credits in classes that they go over 10 absences. If the student does not agree with the decision of the committee, they may then appeal to the school board in order to receive credit.

Tardy Policy

Students will be allowed 3 tardies per class per semester. Once a student has gone over 3 tardies they will receive 30 minutes detention for each additional tardy per class. Detention will be administered by the classroom teacher and/or the principal.

Student Dress Code

- *Pants that cannot be held up without a belt are not allowed.*
- *Shorts and skirts must be at least mid-thigh in length when seated.*
- *Clothing that reveals any midriff, cleavage, underwear, and clothing that has large arm holes are prohibited.*
- *No spandex, leggings or other form-fitting garments may be worn, unless covered by other garments.*
- *Sleeveless garments must be hemmed and extend to the ends of the shoulders and fit closely under the arms. (no tank tops, halters, spaghetti straps)*
- *Undergarments must not be visible.*
- *No sunglasses may be worn in school*
- *Pajamas are not appropriate*

Vulgar, offensive messages: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene

, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Body Piercings: Wearing jewelry or other objects in body piercing-in places such as: face, belly buttons, eyes, arms, hands, tongues, and feet are prohibited for health and safety reasons.

Earrings are allowed.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

Head Coverings: Head coverings are not to be worn in the school building or during regular school hours with the exception of head coverings for medical purposes or religious observances. P.E./ Athletic Practice: Students in P.E.

and/or Athletics shall wear district provided uniforms or appropriate gym clothing. Clothing that is ripped, torn, or excessively revealing such as shirts with abnormally large arm holes shall not be worn.

If the Principal/Superintendent determines that a student's attire is disruptive to the educational atmosphere, or is detrimental to the health and safety of the student or other students, that student will be required to have clothing brought from home. Parents/Guardians will be notified each time a student is asked to change their clothing because of inappropriate attire. If contact cannot be made with Parents/Guardians, the student will be asked to turn the article of clothing inside out or wear acceptable clothing as directed by the Principal/Superintendent. This policy applies to all school sponsored activities.

Repeated failure to follow this policy may result in further discipline.

If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final.

Public Displays Of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students must refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in imposition of any of the disciplinary actions outlined in the discipline policy.

Academic Eligibility

In order to compete in school funded athletic events, a student must meet district requirements as outlined in district policy 3380. All athletic students must comply with the IHSAA rules and regulations. In addition, a grade check will be done bi-weekly starting the second week of school. There will be one grade check done every other week. Typically grade checks will be done on Tuesday afternoon. Any athlete who has any semester grade lower than 65 at grade check will be placed with a warning for the first two-week block. At the next grade check if the semester grade is still below 65 they will be ineligible to play until the next grade check. Ineligible students will receive a grade check after one week. Once a student has improved their semester grade to 65 at grade checks, they will be eligible to participate again. Students will be informed of warnings and ineligibility by their coach and/or the Principal, Athletic Director. Any student who goes over their allotted 10 absences per semester will also be ineligible to participate in athletic events. In the case that a student goes over their absences they can appear before the athletic board in order to continue participating. If a student is eligible at the end of regular season, they will be eligible through tournament participation.

I. Athletic Practices

- A. Saturday practices will not be held unless approved by the Superintendent.
- B. Administration will place scheduling Friday games as the top priority.
 - i. Coaches must request from the Superintendent to hold practices on Friday. When Friday practices are approved by the Superintendent all team and individual activities must be completed by 10 a.m.
- C. Non Conference games will not be scheduled Monday- Wednesday if they are more than 60 miles from Dietrich Schools.
- D. The athletic practice schedules are determined by the head coach, building athletic director, and administration, in accordance with the rules and regulations of the IHSAA. Practices and training regulations must be carefully planned in order to minimize the potential for detrimental effects upon the health of the participants.
 - a. High School Practices are not to be held during school hours.

- b. Junior High Practices are to be held no longer than an hour and a half.
- c. High School Practices are to be held no longer than 2 hours.
- d. This length of time is exclusive to dressing, showering, and team meetings.
- e. All team meetings should take place at Dietrich Schools. Team socials may take place at other locations but must be approved by the Principal and/or Athletic Director.

Cell Phone / Electronic Devices

*Cell phone use during the school day has become a serious classroom distraction. To keep the focus on learning, and distractions to a minimum, cell phones must be off and put away from 7:57 A.M. to 3:45 P.M., except during the designated lunch time outlined in the bell schedule. Cell phones may **not be used during passing periods**.*

We understand that families enjoy the convenience of communicating important family news by cell phones. However, because conversations infringe on the teacher and other students in the class, we ask families to leave emergency messages with our secretary, at 208-544-2158.

During school, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action. The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

Possession of a cellular telephone or other ECD (Electronic Communication Device), by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. The following violations may result in disciplinary action:

- *Accessing and/or viewing an internet site that is otherwise blocked to students at school.*
- *Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.*
- *Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.*
- *Using a camera in a restroom, dressing room, or locker room.*
- *Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without expressed prior permission from the instructor.*
- *Using an ECD in a manner that could cause damage to an individual or the school community or create the danger of disruption of the academic environment.*
- *The contents of a cellular phone, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.*
- *A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary*

proceedings. As appropriate, the cellular telephone or ECD may be returned directly to the student.

- Cell phones that have been confiscated, due to violation of this policy may be picked up after school by the student for the first offense. If any subsequent offenses occur, the cell phone must be picked up after school by a parent/guardian only.

Refer to Policy 3265A2 and 3260

School Issued Chromebooks

Students at Dietrich schools have access to and the option to use school issued Chromebook devices for schoolwork. Students using school issued Chromebooks are expected to use them properly and take care of them. The devices are school property and students are responsible for keeping them in good working order while they are being used. Permission to use a Chromebook can be taken away at any time at the discretion of Dietrich School employees.

Students are expected to and/or not do the following with the devices:

- Keep Chromebooks in good physical condition - students are not to write on the devices, apply stickers/tape, or damage/deface the device in any manner.
- Use devices to access inappropriate sites or to send inappropriate messages. School issued devices should be used for school purposes only.
- Students are responsible for their own device. Students should not use or take the device of another student. Students will be held accountable for the condition of the device issued to them.
- Use of Chromebooks is a privilege, not a requirement. If a student can not meet the expectations set forth, Dietrich Schools reserves the right to disallow the use of devices for students.

Lunch/Breakfast

Students will be expected to eat meals in the lunchroom. Food is not to be taken to other parts of the building, especially upstairs where the majority of the flooring is carpet. If a student has food in an area that they are not supposed to, they will be redirected to the lunchroom or asked to throw the food away. Exceptions can be made for club/team meetings at lunch or other related activities. Food is not to be stored in lockers. It becomes a health and maintenance hazard that will not be tolerated.

IDLA Tuition and Fees

The district will pay for the tuition and registration for the IDLA classes only under the conditions that the course is required for graduation and is not being offered through the Dietrich School traditional class setting. In cases where the District is responsible to pay, the District shall pay the tuition and registration fee once per student per required course. The student and/or his/her family will be responsible to pay the tuition or registration each succeeding time the student takes the course, regardless of the reason it is being taken. In cases where the student pays tuition, tuition shall be paid prior to the student being registered for the class.

Student Discipline

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Habitual truancy;
2. Incurability;
3. Academic dishonesty;
4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
6. Using, possessing, distributing, purchasing, or selling tobacco products;
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession;

8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession;
 9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
 10. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy;
 11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
 12. Disobeying directives from staff members or school officials or rules and regulations governing student conduct;
 13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
 14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property;
 15. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity;
 16. Unexcused absenteeism however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
 17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in I.C. § 18-917;
 18. Initiations
 19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
 2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
 3. Traveling to and from school or a school activity, function, or event; or
 4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member, or an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention (before school, after school, and/or during lunch)
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police; and
8. Restitution for damages to school property.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense.

Gun-Free Schools

A student who is found to be using, possessing, controlling, or transferring a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be disciplined as deemed appropriate by the administration and board which may include expulsion. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed. Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930; and
2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, face disciplinary action by the District, and be referred to law enforcement if deemed necessary.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, non-threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or school employees to and from school or a school activity; or
4. An employee of the school or District or other person who is authorized to carry a firearm with the permission of the Board of Trustees of the District or the governing board.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend detention outside the regular school day.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his or her actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent or the Board can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare, or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days' suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he or she poses a danger to himself or herself or to another student or property, or substantially disrupts his or her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

Grievance Procedure

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance; and
2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse.

For purposes of this policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" on school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event.

Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification and elimination of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Tobacco use and possession

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The Board prohibits tobacco use and possession by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Tobacco use and possession by students is also prohibited at school-sponsored activities that are held off school property.

The District may initiate discipline according to the District's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

Definition

For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Alcohol abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in Idaho Code. It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using or being under the influence of alcohol or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

The mere fact that a student previously disclosed use of alcohol or a controlled substance, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he or she has used or is under the influence of alcohol or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate;
5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion;
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parents;
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the influence of alcohol and/or drugs, an

investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

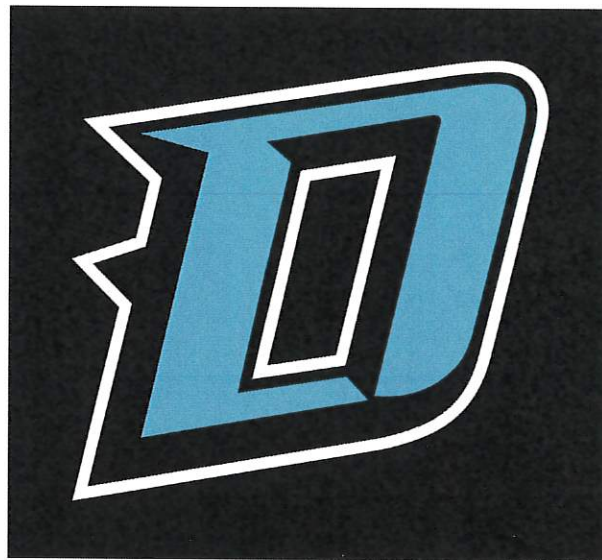
1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his or her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct, or prevent any search authorized by this procedure.
6. Any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

BULLYING AND HARASSMENT

The Dietrich School District 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 will not be tolerated in the district. It is expected that if a student is subject to any of the above mentioned behaviors that they and or their parents will contact a teacher and or the building principal and it will be investigated fully with documentation.

EMPLOYEE HANDBOOK



district.dietrichschools.org

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VISSION & MISSION

Vision

We exist to Educate, Empower,
and Prepare students for a
productive life.

Mission

Maintain a culture where Respect,
Integrity, and Perseverance are
cultivated. Operate a safe and
welcoming school. Where each
student is challenged to achieve
excellence in Preparation for
College, Career and a Productive
Life.



DIETRICH SCHOOL DISTRICT GOALS

Goal 1

ELA-Reading increase literacy in K-6 students.
Will continue with reading intervention
program.

Goal 2

ELA - Writing Develop writing portfolio K-12.
Increase writing opportunities in each
classroom K-12. Use common rubrics in
scoring writing assignments.

Goal 3

Educate Parents on dual enrollment and
advanced opportunities

Goal 4

Grounds Improvement Plan Developed
with the Superintendent and Maintenance
Supervisor

DISTRICT CALENDAR

2024-2025 School Event Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4	Independence day

August	
6	New Students/ 7-12 Registration
12-13	Teacher Inservice
14-15	All staff Inservice
19	First day of School

September	
2	Labor Day No School
13	Teacher Inservice

October	
17	1st quarter ends
18	Teacher Work Day
21	2nd Quarter starts
24	Parent Teacher Conference
31	Halloween

November	
3	Daylight Saving
11	Veterans Day
15	Teacher Inservice
25-28	Thanksgiving Break

December	
19	End of 1st Semester
20	Teacher Work Day
23-31	Winter Break

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
1	Winter Break 1-2
6	2nd Semester Begins
17	All Staff In-Service

February	
7	Teacher Inservice

March	
13	3rd Quarter Ends
9	Daylight Savings
14	Teacher Work Day
17	4th Quarter Starts
19	Parent Teacher Conference
24-27	Spring Break

April	
4	Teacher Inservice

May	
19	DHS Graduation
22	Last Day of School
23	Teacher work Day
26	Memorial Day

June	
143	Student Days
157	Teacher Contracted Days
Semester 1=67 Days	
Semester 2= 76 Days	

SCHOOL TIME SCHEDULES

Secondary Bell Schedule

First Bell 7:57

1st hour 8:00 - 8:56

Breakfast 8:56- 9:06

Advisory 9:06-9:23

2nd hour 9:26-10:22

3rd hour 10:25- 11:21

4th Hour 11:24-12:20

Lunch 12:20-12:48

5th hour 12:51-1:47

6th hour 1:50-2:46

7th hour 2:49- 3:45

Elementary Bell Schedules

K-3rd

Breakfast 7:50-8:10

Class Time Starts 8:10-10:00

Recess 10:00-10:15

Lunch/ Recess 11:20-12:00

Recess/Snack 2:15-2:35

Reading Intervention 2:35-3:20

End of School 3:45

4th-6th

Breakfast 7:50-8:10

Class Time Starts 8:10-10:00

Recess 10:00-10:15

Lunch/ Recess 11:20-12:00

Recess/Snack 2:20-2:35

ELA Intervention 2:35-3:20

End of School 3:45

EDUCATOR CODE OF ETHICS

Dietrich School District No. 314

Board Policy 5280: Professional Standards Commission
(PSC) Code of Status: Approved Ethics

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature. The District's professional educators are required to comply with the most current version of the Code of Ethics provided in IDAPA 08.02.02.076.

Additionally, the Board requires all classified employees and volunteers of the District to comply with the Code of Ethics to the extent applicable to their work. Violation of the Code of Ethics may result in disciplinary action up to and including termination of employment or volunteer position with the District.

Code of Ethics link

<https://www.sde.idaho.gov/cert-psc/shared/ethics/Code-of-Ethics-for-Professional-Educators.pdf>

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply with and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication. District employees who are contacted by the media should direct such inquiries to the Superintendent, or his or her designee.

Administrators and supervisors may set forth specific rules and regulations governing an employees' conduct on the job within a particular building.

Insubordinate Conduct In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority:

● Informal Review

The following events and circumstances create a right allowing the specified employees to request an Informal Review for the Board's decision to not reemploy or reissue an employment contract:

1. Non-reemployment of Category 3 or renewable contract teachers;
2. An administrative employee reassignment;
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstance specified in Idaho law creating a right to request an informal review.

The parameters for the Informal Review will be determined by the Board.

The request for an Informal Review must be in writing and include a statement explaining the reasoning for disagreement with the Board's decision. The statement must not exceed two (2) pages.

The District will use the following procedure:

1. The employee must request, in writing, an Informal Review within five days of receiving notice of the events creating a right to Informal Review. The request must be submitted to the Board Clerk. Failure to request Informal Review within five days will result in the employee waiving the right to an Informal Review.
2. The employee will be given an opportunity to meet with the Board in executive session within 10 days of the date that the request for Informal Review is submitted to the Board, or alternately, at the next regularly scheduled Board meeting, as determined by the Board. At the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee's position. The Board, in its discretion, may limit the amount of time allotted for presentation of any additional information by the employee during the Informal Review.
3. The Administration shall have the right to be present during the Informal Review and may respond to the employee's presentation and/or respond to any inquiries by the Board.
4. The Board shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. Such decision must be made by the Board in open session, identifying the employee by number or letter (i.e.: "Subsequent to the Informal Review, the Board upholds the prior employment decision regarding employee "A").
5. The Board shall notify the employee, in writing, of its final decision on the matter within fifteen (15) days of the date the Informal Review .

The employee does not have the right to be represented by an attorney or a representative of the state teachers' association, present evidence other than that detailed above, or present and/or cross-examine witnesses unless specifically agreed to by the Board. The Board may elect to ask questions of the employee or administrator present at the Informal Review, but this does not confer upon the

DISTRICT PROCEDURES

● Contract Hours

All certified staff are expected to be in the building from 7:30-4:00 on contracted days according to the teacher work schedule. Certified staff are provided with one sick leave day per month that they work and 4 personal days.

Classified Staff should adhere to the signed calendar/Work Schedule provided by the district office.

● Building Hours

The building is open to all students from 7:30am-4:00 pm. All elementary students included employees children will stay in the lunch room until after breakfast is served. It is expected that all students will vacate the school by 4:00pm unless attending a practice for a sport that they are competing in or being supervised by their parent and or guardian.

● Getting a substitute

A leave form needs to be filled out every time you are not in the building on a scheduled day off work. Those can be picked up in the board room or through the building secretary Jalyn Shaw.

- First contact Rex Romander and let him know you are sick and won't be in the building. This helps him to be prepared for the day.
- Then you need to call Jalyn Shaw ASAP. Please do 'not send her a text or an email. Her number is 208-731-2582. If you can't get hold of her then send her a text. Please let her know by 6:45 if you are going to need a sub so that she has time to try to get a substitute before school starts.

● Leave Forms

Leave forms are available in the board room. It is important that it is filled out anytime you are not in the building on a scheduled work day. Leave forms should be filled out and approved in advance at the earliest possible

time. If you have to call in sick leave form needs to be filled out and turned in to your supervisor or the building secretary by the

● Dress Code

Dress and Appearance

“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” Harry K. Wong
As professionals in our schools, we realize and value the public’s perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of “reasonable expectations” for all professional staff.

At Dietrich schools our daily dress will meet the expectations of our mission and vision statement. Each employee, contracted providers, and volunteers will be accountable to demonstrate integrity and compassion in what they wear. Each employee will dress respectfully for the context of their work environment, their responsibilities and those they come in contact with. The kind of clothing worn on a daily basis will be expected to be professional in nature relative to the work environment of the employee

Personal appearance plays an important role in students, parents, and community members' perception of the organization. Therefore, employees are expected to maintain a well groomed appearance at all times when in the presence of students and parents. Keeping in mind the nature and location of their work.

Inappropriate Attire:

- . Backless, see-through, tight-fitting, or low-cut blouses, shirts, or dresses
 - T-shirts, lycra, spandex, midriff, or muscle shirts
 - Cut-off jeans or shorts
 - Sweatpants
 - Athletic or spandex shorts or pants
- Faded, holey, or tattered jeans ● Mini-skirts ● Jogging suits
- Denim overalls ● Rubber flip-flops
- ● Clothing showing bare midriffs, lumbar regions or cleavage
- Any staff dress or accessories must at all times meet or exceed standards set for our students.

Enforcement

School District staff members who do not, in the judgment of the administration, reasonably conform to this dress code shall receive a written notice that will be placed in the personnel file and sent to the staff member from their supervisor. The staff member will be expected to change into professional dress. The administration or program supervisor shall submit a copy of the notice to the Superintendent. Repeated violations could result in disciplinary action by the Superintendent against the staff member. In cases where a staff member refuses to comply with

● Support tickets

If you have a need to have something done from maintenance or technology needs. Please go to the following link. <https://support.dietrichschools.org/> and submit a support ticket.

This makes it so we can make sure all the needs are met in a timely manner.

● Log Entries

Having documentation on student behavior or concerns should be of high importance. It is expected that certified teachers will document all concerns on a student in PowerSchool under log entries or in ED plan. If they have a concern and do not have access to the student in PowerSchool they will get the information to their supervisor as a hand written document and supervisor will then input into log entries in PowerSchool. Classified staff will report behaviors to classroom teacher and teacher will be expected to log behavior in PowerSchool.

● Purchase Orders Requests

Purchasing of all equipment, materials, supplies, contract services and other items for which an obligation to pay is created within the School District shall be made by purchase order. All purchase orders will be approved by the superintendent before the item(s) may be ordered.

Any items purchased using student accounts need to be pre approved by the building administrator through the purchase order process which includes using the purchase order form provided by the school district. If prior authorization is not received the order will become the financial responsibility of the person ordering the item.

Reimbursements are on an emergency only basis. In order for someone to be reimbursed use of the funds must be pre-approved by the administration. Otherwise no reimbursements will be granted.

The district has provided a class wallet account to each staff member. This can be used to purchase approved supplies. Your account will show your balance and you can order items yourself. The order will not be placed until I have approved your order. If there is something you need outside of the requests you had on your supply list or money available in your class wallet account you will need to fill out a purchase order for those items.

All student body accounts will follow the purchase order process. Fill out a student body purchase order. Get signed by Mr Romander and submit to Matigan Bingham. She will finish the Purchase order and order the items needed.

Purchase order forms are available in the board room as well as in the District office.

● Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator which should include a signed purchase order.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

● PD Requests

Dietrich School District fully supports professional development for every staff member. There are a certain amount of district funds available each year to all staff members to utilize for professional development. In order to access district money for professional development a staff member needs to fill out the required for and submit it to the Superintendent. The superintendent will approve on a first come first serve basis until all funds have been expended for the year.

● Surveys

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Any non curricular-related survey, well-being questionnaire, or health screening must be approved by the Superintendent or designee before it is administered by an employee to any student. For the purposes of this policy, non curricular survey shall mean surveys other than those conducted as part of a student's course of study.

Personally identifiable information from student education records may be disclosed to an educational agency or institution in order to:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction.

In such cases, the school or District shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

● Complaint

There is a process for a formal complaint by a staff member, student, parent, community member. Chain of command must be followed in dealing with a complaint. The lowest level should be addressed first and then go up the chain from there. Chain of command is as follows. Staff member, Principal, Superintendent then the board. If an individual wants to file a formal complaint

there is a form available in the main office and then that complaint form

Lesson Plans

Daily objectives should be posted on the board and discussed with students on a daily basis. In addition daily objectives should be provided to the direct supervisor on a weekly basis for all classes. Daily Lesson plans should include all of the following information below. The District has purchased common curriculum online platform for all staff to use. Daily lesson plans should be provided to the supervisor when they are in the classroom for formal and informal observation. substitute.

Daily Lesson Plans should include All of the following areas :

1. Statement of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Planning should be creative and challenging as well as continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

Each teacher should have an emergency lesson plan that is shared with their direct supervisor prior to the first day of school in case of an emergency.

Individual Professional Learning Plan

All certified staff will be expected to have developed a Professional learning plan with at least 3 goals. One of those goals must be related to a goal determined by the Superintendent and board of Trustees.

Professional goals will be submitted to the employees direct supervisor.

Classified staff will develop 1-2 professional goals for the school year and submit those to their direct supervisor on a timeline determined by their direct supervisor.

Classified Evaluations

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any

information contained in the evaluation.

Certificated Evaluations

Evaluation of Certificated Personnel Refer to Policy 5340

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the Charlotte Danielson Framework for Teaching Second Edition. The evaluation of certificated personnel shall annually include a minimum of two documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting him or her know that the supervisor is interested in his or her job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
6. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.
- 8.

Responsibility

The Superintendent or his or her designee shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. Creating a plan for ongoing review of the District's Performance Evaluation Program that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action;
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of three rankings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3.

The Immediate Supervisor is the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and
4. Completing training on the District's Performance Evaluation Program.

Evaluations cont

Written Evaluation

A written evaluation will be completed for each certificated employee. A copy will be given to the employee.

The original will be retained by the Immediate Supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Professional Practice: 67% of the evaluation of certificated personnel will be comprised of Professional Practice based on the Charlotte Danielson Framework for Teaching Second Edition. The evaluation will include at least one of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The District has chosen to use student input surveys as its measure(s) to inform the Professional Practice portion. The Board shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.

Student Achievement:

Instructional staff evaluations must include measurable student achievement as defined in Section 33- 1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators, as defined in Section 33- 1001, Idaho Code, as applicable to the position. This portion of the evaluation may be calculated using current and/or past year's data and may use one or multiple years of data.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the Charlotte Danielson Framework for Teaching Second Edition and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based:

1. Planning and Preparation

- A. Demonstrating Knowledge of Content and Pedagogy;
- B. Demonstrating Knowledge of Students;
- C. Setting Instructional Outcomes;
- D. Demonstrating Knowledge of Resources;
- E. Designing Coherent Instruction; and
- F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;
- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

Evaluations cont.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he or she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.

Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.

2. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he or she has been given a copy and initial after supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the original evaluation in a sealed envelope, marked "Personnel-Evaluation" to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Rebuttals/Appeal

Within seven days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel Evaluation. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies.

Grievance Procedure

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed according to Policy 3085 and Procedure 3085P, and violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged grievance. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall fill the written grievance with the principal. The written grievance shall state:

1. The policy the employee believes were violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee.

The written grievance must be filed with the immediate building principal within ten (10) working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten (10) working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five (5) working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten (10) working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or a designee, shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of fifteen (15) working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five (5) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all

Email and Online Services

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the internet) are defined as a communications tool whereby information, reference materials, and messages are sent and retrieved electronically on personal computers.

Uses

Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All e-mail and internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Unacceptable Uses of Network

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law, including local, state, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
 2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing another person's communications or personal information; or otherwise using his or her access to the network or the internet;
 3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem. Staff will not go looking for security problems unless authorized by an administrator, because this may be construed as an illegal attempt to gain access;
 4. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual;
 5. Uses that jeopardize the security of access and of the computer network or other networks on the internet; uses that waste District resources;
 6. Uses that are commercial transactions, including commercial or private advertising;
 7. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District;
 8. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors, or other inappropriate materials;
 9. Sharing one's password with others or allowing them to use one's account;
 10. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee;
 11. Posting or sending messages anonymously or using a name other than one's own;
 12. Attempting to access the internet using means other than the District network while on campus or using District property;
 13. Sending unsolicited messages such as advertisements, chain letters, and junk mail;
 14. Sending e-mails that are libelous, defamatory, offensive, or obscene;
 15. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another;
 16. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.
- ance with district policy, state, and federal laws regarding student and employee confidentiality

Email and Online Services continued

Records

District records, including e-mail/internet records are subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The District may review any and all e-mail of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in e-mail/internet messages is accurate, appropriate, and lawful. Please be aware that student-teacher and parent-teacher communication via email is not secure and that any email can become a public record or possibly be obtained by unauthorized users. When communicating with students and parents by e-mail, employees should use their District e-mail rather than a personal e-mail account. E-mail/internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. E-mail messages and internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

Privacy

While the District does not intend to regularly review employees' e-mail/internet records, employees have no right or expectation of privacy in e-mail or the internet, and the District may review any and all e-mail of any employee, at any time, with or without cause. Employees shall not use the District's equipment, e-mail, network, software, etc. to engage in otherwise confidential communications as there is no right or expectation of privacy in any communication using District property and any such communications are subject to review by District personnel. Depending upon content, email/internet communications may potentially be disclosed to any member of the public through a public records request. The District owns the computer, networks, and software making up the e-mail and internet system and permit employees to use them in the performance of their duties for the District.

Confidentiality of Student Information

Staff should be aware that conduct on the District's computer and/or using the District's server may be subject to public disclosure depending upon the nature of the communication. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each staff member will be required to sign the Employee Electronic Mail and On-Line Services Use Acknowledgment Agreement upon the adoption of this policy or upon hiring.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Violations

If any staff member violates this policy, they may be subject to disciplinary action. The system administrator and/or the Internet Safety Coordinator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. Actions which violate local, state, or federal law may be referred to the local law enforcement agency.

District Social Media Accounts and Sites Reference Policy 5325/Procedure and Policy.

Notify the District: Employees that have or would like to start a school social media page should contact their Superintendent or designee.

Purpose: The purpose of our district social media presence is to engage and inform the public regarding events, programs, and happenings in Dietrich School District #314 (hereafter DSD #314).

Account Supervision: Accounts will have an assigned district representative. This representative will monitor activity and will be in charge of managing contributors to the account. It is recommended that content and posts should be monitored weekly, but there may be times where this is not reasonable, it will be expected to be monitored monthly (at minimum).

Contributors: Account supervisors may assign others to contribute to the District Social Media sites.

Content: Messages and posts should always consider the audience and must promote the mission, vision, and goals of



Social Media

Recommended Practices for Use of Social Media Sites, Including Personal Sites

Think Before Posting

Privacy does not exist in the world of social media, therefore the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster or the District or its patrons. Search engines can turn up posts years after they are created and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media or a colleague, consider the propriety of posting it online.

Be Respectful

Posts should be considered carefully in light of how they would reflect on the poster, colleagues, the District, and its students, patrons, and employees.

Remember Your Audience

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before publishing to ensure the post will not unnecessarily alienate, harm, or provoke any of these groups.

Contact with Students

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all electronic communications with students should be through the official District e-mail or your work phone. Do not list current students as friends on social media sites, do not give students your personal e-mail address or phone number, and do not text students.

Keep Personal and Professional Use Separate

Staff members who decide to engage in personal social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Such uses will be considered a violation of District policy and may result in disciplinary action. The District reserves the right to monitor communications transmitted and received through the District network. This may include social media messages and updates sent to a District e-mail account.

District Social Media Sites

Notify the District: Employees that have or would like to start a school social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent reserves the right to shut down or discontinue the site if he or she believes it is in the best overall interest of the students.

Have a Plan:

Districts should consider their messages, audiences, and goals, as well as their strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Protect the District Voice:

Posts on District affiliated social media sites should protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

● Personal Leave

Each employee may be granted, upon written request, 4 days of personal leave with pay, as defined by the employee's regular work day, at no cost to the employee. . Requests for personal leave must be made in writing and submitted to the supervisor a minimum of one (1) day in advance. In emergency situations a verbal request may be made. Two additional days of personal leave may be requested with stipulation that the employee reimburse the District the amount paid for the certified substitutes. An employee who has used personal leave in excess of that which was earned, shall have that percentage of their contract or work agreement deducted from their paycheck for each additional day of personal leave

Requests for personal leave will be limited to extraordinary circumstances during the first and last two (2) weeks of school and the last two (2) days immediately preceding or following a school vacation. Personnel shall be granted personal leave at full pay to be taken at the convenience of the District. The direct supervisor may deny or limit approval of personal leave on any given day based on the needs of the school.

Personal leave days are accrued at the rate of one for every one-half of the employee's defined school year. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days of any combination thereof resulting in a total of not more than two (2) full days.

At the end of the school year any personal days that have not been used up to 2 may be rolled over to the next school year. The amount of personal leave is not to exceed 6 days in a given year.

● Leave of Absence

The Board believes that the provision of leaves helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security. The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting, or at a special meeting should the next regularly scheduled Board meeting not be within a period of twenty-one (21) days from the date of such action.

● Bereavement

An employee who has a death in the immediate family shall be eligible for bereavement leave.

"Immediate family" for purposes of bereavement leave shall mean the employee's spouse, grandparents, grandparents of spouse, children, parent, or parent of spouse.

The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed ten (10)

SICK Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one(1) day as projected for the employment year for each month of service in which he or she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness. Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse and children residing in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate when a teacher or employee is in a paid status. Utilizing accrued sick leave places the employee in paid status. Unpaid leave of absence or unpaid sick leave does not place the employee in paid status and the employee will not accumulate seniority.

There is no accrual of sick leave during paid or unpaid leaves of absence.

Accrual of Unused Sick Leave

Employees may accrue up to one hundred eighty (180) days of unused sick leave. Upon retirement, an employee’s accumulated

Personal and Emergency Leave

Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days;
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week;
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or any other District recognized leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Vacation Leave

Twelve (12) month classified employees who work a minimum of two hundred twenty-five (225) days or 1800 hours and full-time administrative employees who work a minimum of 200 days will receive annual paid vacation leave benefits that shall accrue monthly at a prorated rate according to the following schedule:

Year of Service with the District	Days of Annual Vacation Leave
0.5-2	5 days
3-10	10 days
11-15	15 days
16-19.	18 Days
20+	20 days

Vacation leave is intended to be used during that year in which it is earned. Vacation time with pay may accumulate to a maximum of five (5) days over the employee's annual entitlement. Excess days will be voided if not used prior to July 1st of each year.

Vacation time may be used ahead of his/her actual accrual; however, if an employee terminates employment and has used more vacation than accrued, the proportionate amount of daily pay will be deducted from the employee's final paycheck.

In addition to vacation leave employees that receive vacation pay and are considered full time employees working 225 days or 1800 hours will receive Holiday Pay. The following days will be paid Holidays : Labor Day, Thanksgiving, Christmas , New Years , 4th of July, and Memorial Day.

Upon separation of employment with the district, annual vacation pay may be allowed to the extent of the employee's accrued and unused vacation days, up to a maximum of twenty (20) days at the employee's daily rate of pay.

Each employee shall schedule his/her vacation time in advance by consulting with the proper supervisory personnel of the department or building to which he/she is assigned. The Superintendent may grant or deny the request as determined by the number of employees absent

Sick Leave Bank

Each full time employee of Dietrich School District may participate in the Sick Leave Bank. To participate, the employee will contribute two (2) nonrefundable days of his/her earned sick leave days or as determined by the Sick Leave Bank Committee prior to October 1. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating employees upon recommendation of the Sick Leave Bank Committee.

A threshold of (50) days will be established in the Sick Leave Bank. When the total days available in the Sick Leave Bank falls below fifty (50) the Sick Leave Bank Committee will equally assess each member additional days required to reestablish the fifty (50) day threshold.

Sick leave days contributed will be deducted from the individual's previously accumulated sick leave. The contributed sick leave days will form a bank of sick leave days that will be available to all eligible employees whose absence from work is due to illness or injury extending beyond their available sick leave.

In order for an employee to be eligible for sick leave benefits from the SLB he or she must:

1. Be a contributor to the Bank
2. Be absent from work due to illness or accident
3. Have used all accumulated sick leave and personal leave

All requests for use of the Bank will be submitted to the SLB Committee (SLBC), comprised of the Superintendent or designee, Business Manager, and an assigned staff member appointed by the Superintendent. The Committee will review the request and determine if the employee is eligible to use the SLB. If the Committee deems necessary, proof of illness may be required at the time of application and periodically during the granted period.

The SLBC will have the authority to establish operational procedures necessary to implement this program. After a complete review of the application, the Committee will have the authority to make final decisions as to the disposition of the applicant's request within established operational procedures.

The maximum number of days that may be granted in any 12 month period will be the remaining number of days an employee is contracted to work during that 12 month period, not to exceed sixty (60) days.

Days borrowed from the Sick Leave Bank must be paid back to the Bank at the minimum rate of two (2) days per year, commencing with the year following the year when the days are borrowed.

Personnel retiring or leaving the employment of the district must repay any indebtedness to the Sick Leave Bank with accumulated sick leave days prior to departure.

Sexual Harassment

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085P. An individual with a complaint alleging a violation of this policy which does not fall within the scope of Policy 3085 and Procedure 3085P shall follow the Uniform Grievance Procedure.

Investigation

If an allegation of sexual harassment is found to not fall within the scope of Policy 3085 and Procedure 3085, but still claims conduct which violates this policy, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter with and obtain a statement from the accused and his or her representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085 or Procedure 3085P. In addition, all persons involved in an allegation which falls within the scope of this policy, and not within the scope of 3085 or 3085P are prohibited from discussing the matter with coworkers and/or other persons not directly involved in resolving the matter.

Sexual Harassment

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Investigation

When an allegation of sexual harassment is made of any employee, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter with and obtain a statement from the accused and his or her representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Sexual Harassment

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Investigation

When an allegation of sexual harassment is made of any employee, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter with and obtain a statement from the accused and his or her representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Abused and Neglect Child Reporting

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding observation and reporting of suspected child abuse, child abandonment, or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child abandonment or neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child: Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items; See I.C. § 16-1602(25).

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned, or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment, or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

The School District employees of the District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned, or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. I.C. § 16-1606.

In addition, "any person who makes a report or allegation of child abuse, abandonment, or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater." I.C. § 16-1607

Any District employee who fails to report a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

Abused and Neglect Child Reporting

Report of Suspected Child Abuse, Abandonment or Neglect

Original to: Local Law Enforcement ____
Department of Health and Welfare ____

Copy to: Superintendent ____
Building Principal ____

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: ☐ Principal ☐ Teacher ☐ School Nurse ☐ Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Phone: _____

Address: _____

Mother: _____ Phone: _____

Address: _____

Guardian or Step-Parent: _____ Phone: _____

Address: _____

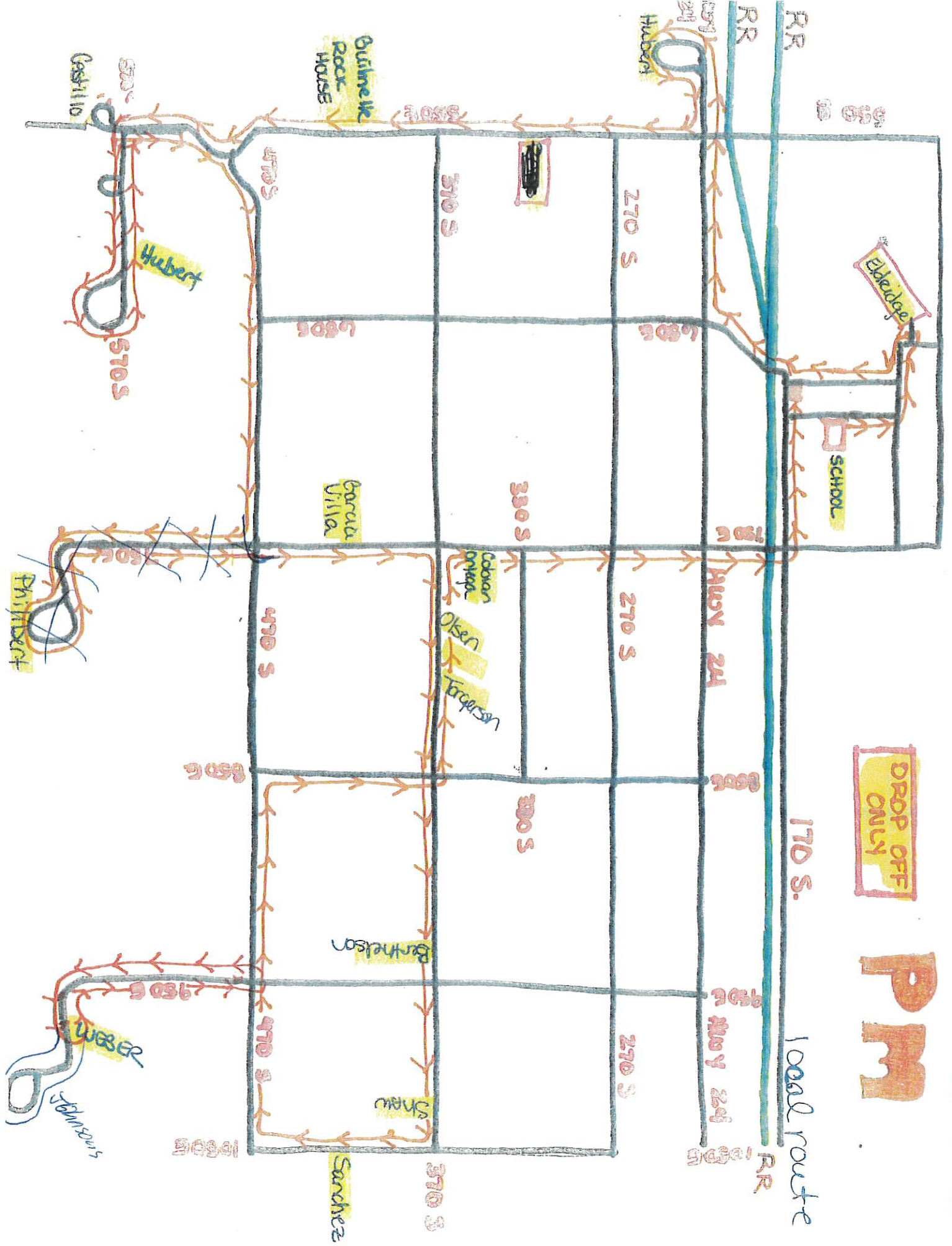
Any suspicion of injury/neglect to other family members: _____

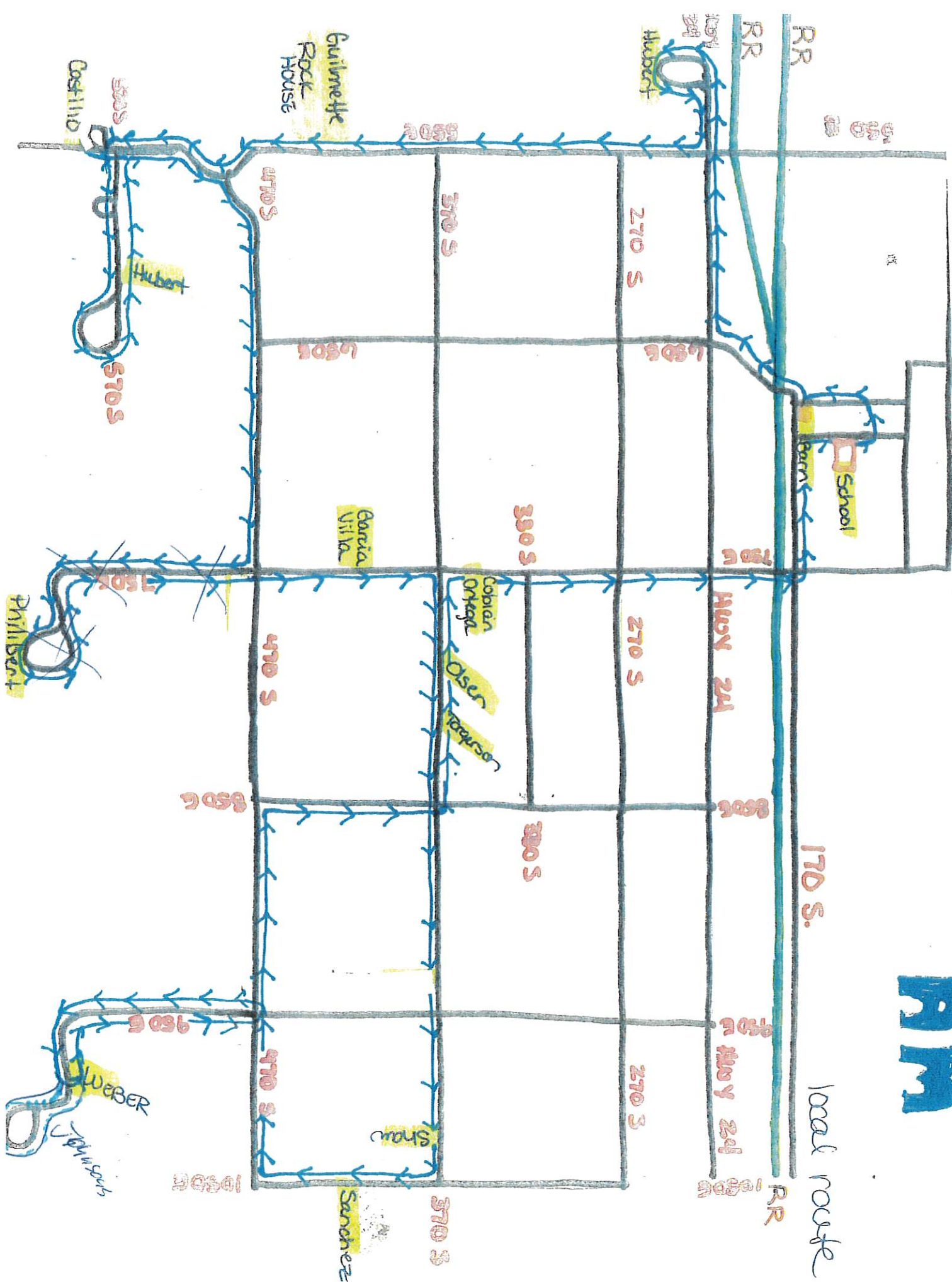
PM

DROP OFF ONLY

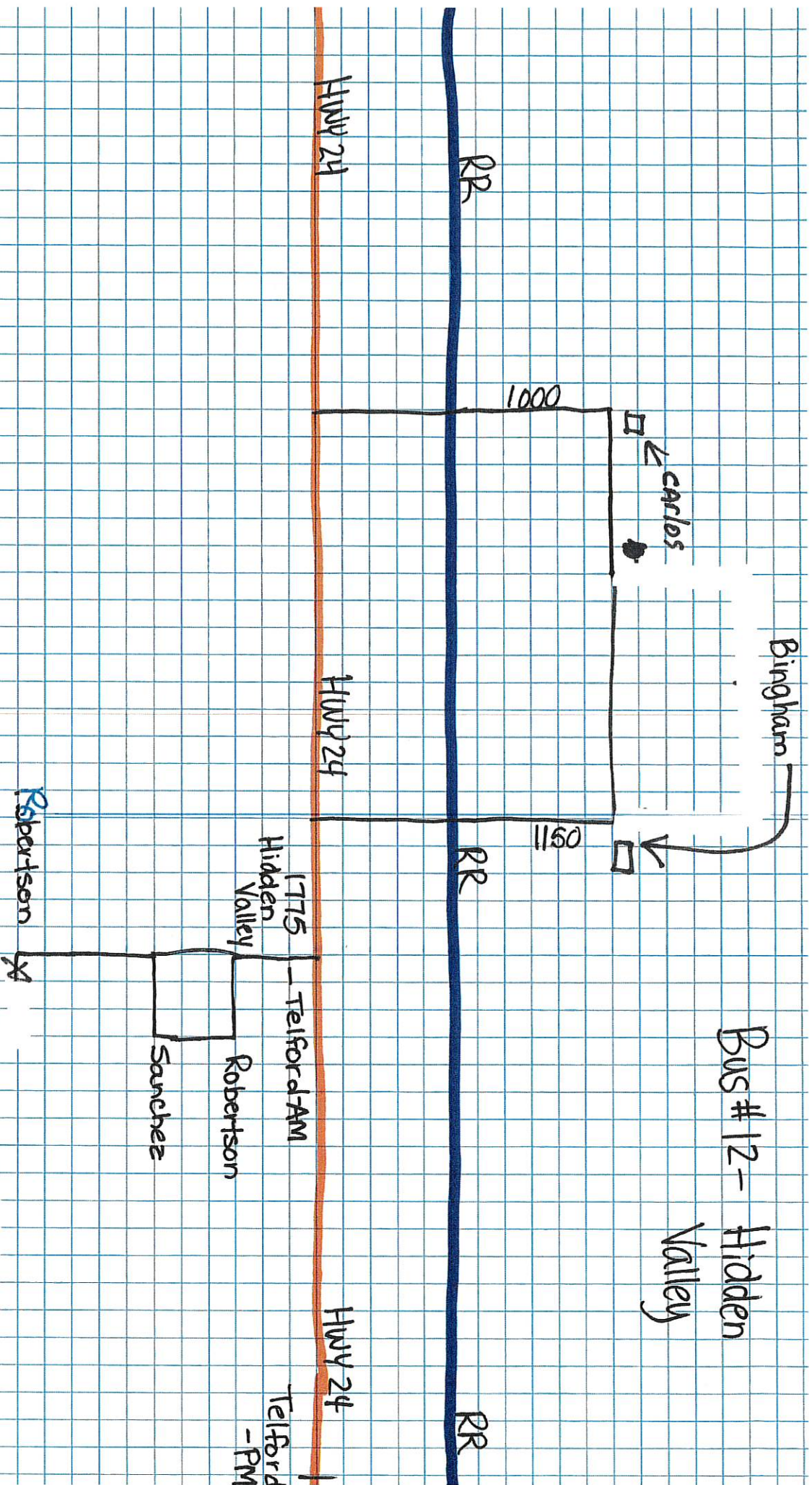
170 S.

local route

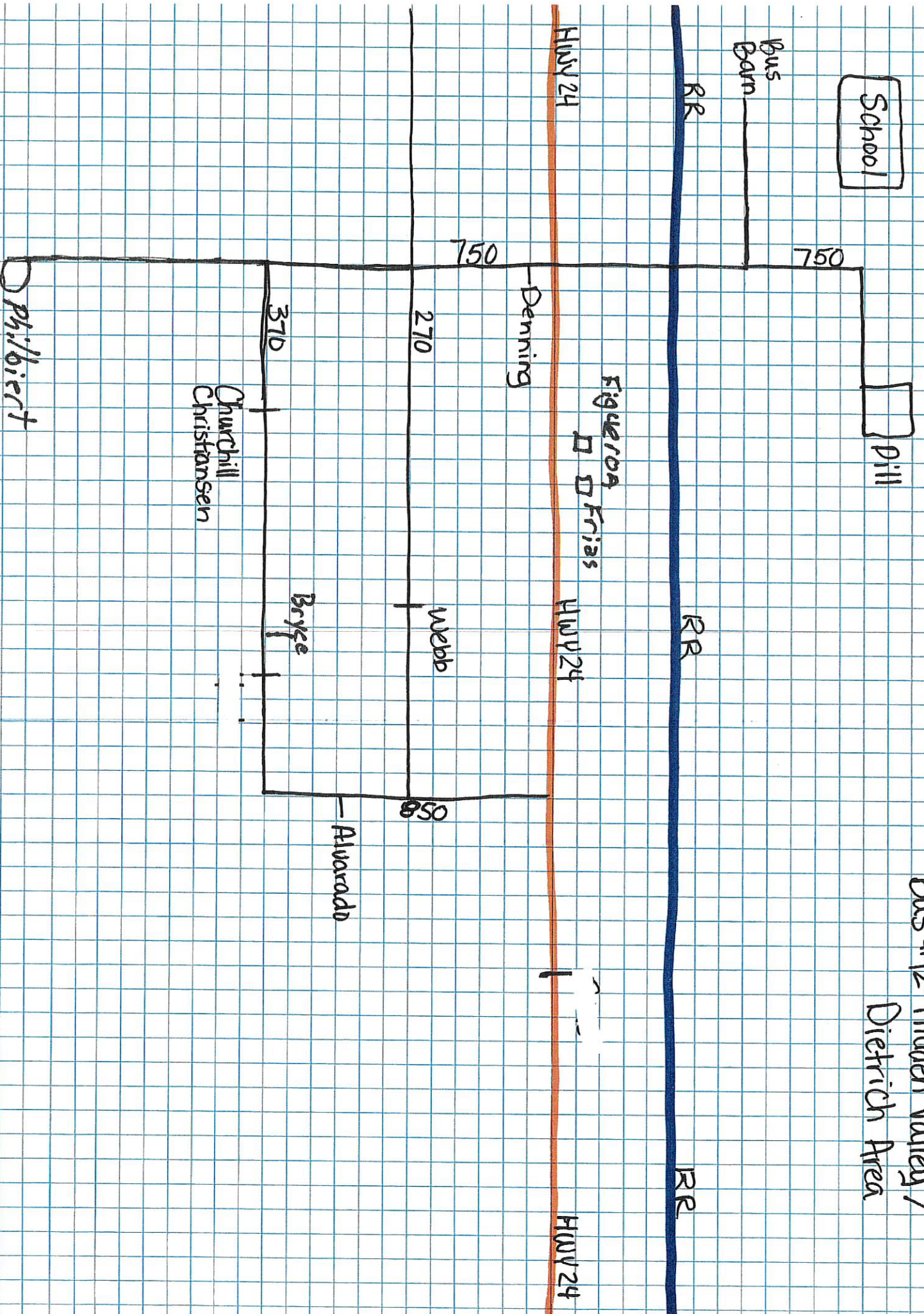




Bus #12- Hidden Valley



Bus #12 - Hidden Valley /
Dietrich Area



Board Policy 5355 Personnel

Status: Draft

Original Adopted Date: | Last Reviewed Date: | Last Revised Date:

Exit Interviews and Surveys

Exit surveys and interviews can be a good way to gain insights into areas where the District may need to improve and areas where the District is succeeding.

The Board of Trustees or their designee may develop an exit survey or list of exit interview questions to be completed by any [OPTIONAL: certified] District employee who voluntarily resigns or retires and is willing to complete the survey or interview. The exit survey or interview may include questions on topics including, but not limited to:

1. Why the employee resigned;
2. Whether the employee is leaving the field in which they work;
3. Their new employer, if applicable;
4. Aspects of their job that made them more likely to remain in their position an aspects that made them more likely to leave;
5. Areas where the employee believes the District is performing well;
6. Areas the employee believes the District could improve;
7. The demographics of the employee; and
8. The employee's department and/or work site.

To ensure candid responses, the District shall ~~strive to~~ keep responses confidential and shall refrain from retaliating against any former employee for their responses to the survey or interview. Exiting employees should be informed of the level of confidentiality of their responses prior to asking the survey or interview questions. The survey or interview notes will not include the employee's name, but may include whether the employee held a classified or certified position. If feasible, the survey or interview will be administered by someone other than the employee's direct supervisor.

The Board or their designee shall examine information gleaned from such surveys or interviews and work to address issues identified through them.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Insurance

Educate, Empower, Prepare

- ❖ Sarah, the new board clerk, has asked if she can be eligible for insurance. According to our policy she is not eligible as she does not work 20 hours a week or more. We have not budgeted for insurance for her for this year. When we budgeted for this position it was included in the business manager's position. The \$10,000.00 that we approved her for was specifically for her salary and nothing else.
- ❖ Our policy states you have to work 20 hours a week to be eligible for insurance. The district will pay half of the amount of a full time employee. Full time employees must work 30 hours a week.
 - If we were to cover the same as a part time employee according to our current policy that would increase the salary and benefits amount for the Board Clerk Position from \$10,000.00 to \$ 14530.00.
 - If you were to increase the same as a full time employee that would increase the current salary and benefits from \$10,000.00-\$19,060.00.
- ❖ We do not have any employees who work 20 hours or more that are considered half time employees.
- ❖ Rick asked that I get some numbers as far as the amount that we have paid subs for the year. I have broken that down into two categories. Teacher/Kitchen subs and Bus Driver substitutes. He would like the board to consider the first year a sub works they are eligible for the insurance the second year the district would potentially pay for half of the insurance.
 - Teacher/Kitchen subs - \$8913.00 89 days total for subs. We had 5 Substitutes last year in this category. This figures out to be approximately 90 days a year. Our highest paid substitute grossed \$2900.00 last school year.
 - Transportation Subs - This is filled with activities and or Substitutes for regular drivers. I only included the subs as we normally use Trevor Rands and Ryan Dilworth in house as much as we can. Steve Shaw is as a last resort except we will use him for all FFA trips this year. We have two drivers that are not already on staff they totaled 4100.00 last year.
 - It would not be my recommendation to provide insurance for substitutes instead I would recommend that we increase the base pay for substitutes.
- ❖ With both of these situations I think we have to remember how much we cut out of the budget this year to make it work. Ryan's maintenance budget has cut the most. We need to make sure that things for the students can be accomplished first and foremost.
- ❖ Please call me with any specific questions regarding this discussion item.

Mission: We exist to Educate, Empower, and Prepare students for a productive life.

Vision: Maintain a culture where Respect, Integrity, and Perseverance are cultivated. Operate a safe and welcoming school. Where each student is challenged to achieve excellence in Preparation for College, Career and a Productive Life.

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Hettich School										
Electrical		\$75,000		\$200,000			\$50,000			
Exterior			7000			\$75,000			\$50,000	
Fire and Safety				\$10,000	\$10,000	\$10,000				
HVAC		\$4,000	\$130,000						\$250,000	
Interior		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Plumbing		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Roofing										\$450,000
Site		\$6,000	\$75,000						\$50,000	
Specialties				\$45,000	\$50,000			\$150,000		
Structural		\$200,000		\$80,000			\$270,000			
Technology	\$20,000		\$20,000		\$20,000			\$20,000		\$20,000
Totals	\$20,000	\$200,000	\$267,000	\$490,000	\$115,000	\$120,000	\$355,000	\$205,000	\$385,000	\$505,000

generator Backup


3 phase improvement plan lighting replacement to LED generator
 exterior doors playground structure
 fire suppression glycol exchange
 Boiler replacement Cooling systems air exchange system replacement secondary side
 upgraded worn out material
 water heaters replacements in kitchen, bathrooms etc
 roof replacement
 parking lot lighting gutter replacements
 Well desks teacher and student Secondary Student lockers
 80,000 District office 200,000 locker rooms 270,000 bus barn
 Fiberoptics/new technology

10 Year Plan Facilities Funds

Educate, Empower, Prepare

I have included in the board packet what Ryan and I worked with for the 10 year plan with Spencer Barzee. These are just estimates as that is all that is needed by the state. Once we have this approved I am ready to submit the 10 year plan to the state. Spencer anticipates the money will be available October- November for those plans submitted.

We will put that money in our Bond Account on the LGIP so that it can earn interest on that account. The interest earned on that money can be used for any maintenance needs for the building. It does not have the same strings attached to it that the initial money has as far as to pay off the bond.



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Board Policy 5430 : Personnel

Status: Draft

Original Adopted Date: 08/2015 | Last Revised Date: 07/2022 | Last Reviewed Date:

Insurance Benefits for Employees/ Trustees

Certificated employees who are hired at 0.5 FTE or greater, will be eligible for insurance benefits offered by the District.

Classified employees who work twenty (20) hours or more per week will be eligible for group health insurance.

The District shall provide a healthcare plan on a continuous, twelve month basis for all eligible employees. The District will fund up to \$755.00 per month for all eligible full time employees (classified who work thirty (30) hours or more per week and certificated contracted for 0.75 FTE or greater), to be used towards District health, dental, and vision insurance monthly premiums. The District will fund 3.00 per employee for District life Insurance policy.

The District will fund up to half of the staff allocated insurance premium amount per month for employees who are hired part-time (classified who work between twenty (20) and twenty-nine (29) hours per week and certificated contracted between 0.5 and 0.74 FTE) to be used toward District health, dental, vision, and life insurance monthly premiums. The District will fund 3.00 per employee for District life Insurance policy.

Trustees and District employees who does not meet the above criteria will be allowed to participate in the District's group health insurance program provided that any qualified individual who desires to participate in the ~~such~~ program shall pay the monthly premium to the District by the 15th of each month. Should any participant fail to make premium payments as set forth herein, his or her insurance coverage will be automatically canceled.

Legal Reference: I.C. § 33-517A School Districts – Non-Certificated Employees – Group Health Insurance

I.C. § 67-5763 Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees

Policy History:

Adopted on: June 2015

Revised on: July 2022

Reviewed on:

Board Policy 1140: Vacancies

Status: Draft

Original Adopted Date: 08/01/2010 | Last Revised Date: 06/18/2024 | Last Reviewed Date: 06/18/2024

A vacancy shall be declared by the Board of Trustees within 30 days of when any of the following occurs: A Trustee:

1. Dies;
2. Resigns;
3. Removes him or herself from the trustee zone of residence;
4. ~~Is no~~ No longer is a resident or school district elector of the District;
5. Refuses to serve as Trustee;
6. Fails to attend four consecutive regular meetings of the Board of Trustees without excuse acceptable to the Board; ~~or~~
7. ~~Is recalled and discharged from office.~~

A Trustee position ~~also~~ shall ~~also~~ be vacant when an elected candidate fails to qualify.

A declaration of vacancy shall be made at any regular or special meeting of the Board when any of the above-mentioned conditions are determined to exist.

If a Trustee is recalled, the vacancy shall exist upon certification of the special recall election by the board of county commissioners. Board action is not required to declare a vacancy upon the board of county commissioner's certification.

In the case of a trustee vacancy, the remaining Trustees shall fill the vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The Board will consider all applications from qualified persons seeking to fill the position in open session. The Board will appoint one candidate to serve for the balance of the unexpired term of office which was declared vacant. In the event the Board of Trustees is unable to appoint a Trustee from the zone vacated after 90 days from the date the Board declared the vacancy, the Board of Trustees may appoint a person at-large from within the boundaries of the School District to serve as the Trustee from the zone where the vacancy occurred. For Trustees who are recalled, vacancy period begins upon certification of the recall election. Otherwise, after 120 days of the declaration of vacancy, the county commissioners of the county in which the District is situated [OR] of the home county [IF THE DISTRICT IS A JOINT SCHOOL DISTRICT] shall appoint a qualified person to fill such vacancy.

The authority of a Trustee subject to recall is limited from the period of the special recall election until the time of certification by the board of county commissioners, consistent with 1500P.

Legal References

Description

IC § 33-501

Board of Trustees

IC § 33-504

Vacancies on Boards of Trustees

IC § 74-206

Executive Sessions – When Authorized

Cross References

Code

Description

1100

Membership

1120

Taking Office

~~1120~~

~~Taking Office~~

1240

Duties of Individual Trustees

1500

Board Meetings

~~1500~~

~~Board Meetings~~

~~1500~~

~~Board Meetings~~

Board Policy 2320: Health Enhancement Education**Status:** Draft**Original Adopted Date:** 06/2014 | **Last Revised Date:** | **Last Reviewed Date:**

Health, family life, and sex education; including information about parts of the body, reproduction, and related topics; shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives. Parents shall be given the opportunity to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice. Any parent/legal guardian may have their child excused from any planned sex education instruction upon filing a written request with the Superintendent or the Superintendent's designee. The Superintendent or designee shall make a form available for such requests. Alternative educational activities shall be provided for those excused.

Sex Education

[PLEASE SELECT ONE: The Board directs that a philosophy of abstinence shall be a part of and the underlying principle in all sex education instruction. OR The Board directs that sex education instruction shall include instruction on abstinence.] However, it is recognized that this alone may not prevent pregnancies and sexually transmitted infections (STIs). Therefore, the Board allows for instruction in sex education including STIs, birth control, adoption, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor. This does not preclude giving impartial viewpoints on both sides of issues such as abortion or on the use of birth control methods.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;
2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and
3. Where to find resources and support in the State of Idaho.

The Board believes that HIV/AIDS instruction on STIs is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about STIs/HIV before they reach the age when they may adopt behaviors that increase their put them at risk of contracting an STI/the disease.

In order for education about STIs/HIV to be most effective, the Superintendent shall require that faculty members who present this instruction receive continuing inservice training that includes appropriate teaching strategies and techniques.

Other staff members not involved in direct instruction but who have contact with students shall receive basic information about HIV/AIDS and instruction in the use of universal precautions when dealing with body fluids. In accordance with Board policy, parents shall have an opportunity to review the HIV education program before it is presented to students.

No sex education materials or instruction may be provided by any individual or organization that is an abortion provider.

Alcohol, Tobacco, and Drug Education

Students shall receive education regarding the use of alcohol, tobacco, and drugs. The Superintendent or designee shall develop curriculum for use in health education that provides instruction to students in the areas of prevention; education; treatment; rehabilitation; and legal consequences of alcohol, tobacco, and drug use.

Legal References

IC § 18-8707

Description

Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula

IC § 33-1605

Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics

IC § 33-1608, et seq.

Family Life and Sex Education – Legislative Policy

IC § 33-342

Adoption Education

IC § 39-8201 et. seq.

Idaho Safe Haven Act

IDAPA 08.02.03.160

Safe Environment and Discipline

Cross References

Code

2315

Description

Physical Activity Opportunities and Physical Education

2340

Controversial Issues and Academic Freedom

2340

Controversial Issues and Academic Freedom

INSTRUCTION

~~2340F~~2320F

Parental Opt-Out Form for Sex Education

I, _____, parent/guardian of _____, request that my child be removed from class and/or student activities when planned instruction is given in the subject of sex education.

I understand **The Board directs that sex education instruction shall include instruction on abstinence.].** Because this alone may not prevent pregnancies and sexually transmitted ~~diseaseinfections~~, the Board allows for instruction in sex education including ~~AIDS awareness,~~ sexually transmitted ~~diseasesinfections~~, birth control, ~~adoption~~ and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgments of the instructor. This does not preclude giving impartial viewpoints on both sides of issues such as ~~the right to an~~ abortion or on the use of birth control methods.

Date

Signature of Parent/Guardian

Board Policy 2385: English Learners Program

Status: Draft

Original Adopted Date: 05/2014 | Last Revised Date: | Last Reviewed Date:

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purposes of the program are:

1. To help ensure that English learners, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement in English;
2. To assist all English learners, including immigrant children and youth, to achieve at high levels in academic subjects so that all English learners can meet the same challenging state academic standards that all children are expected to meet;
3. To assist teachers (including preschool teachers), principals, and other school leaders, state educational agencies, local educational agencies, and schools in establishing, implementing, and sustaining effective language instruction educational programs designed to assist in teaching English learners, including immigrant children and youth;
4. To assist teachers (including preschool teachers), principals and other school leaders, state educational agencies, and local educational agencies to develop and enhance their capacity to provide effective instructional programs designed to prepare English learners, including immigrant children and youth, to enter all-English instructional settings; and
5. To promote parental, family, and community participation in language instruction educational programs for the parents, families, and communities of English learners.

Accordingly, the Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction.

The Superintendent or designee shall implement and supervise an English Learners program which ensures appropriate English Learners instruction and complies with applicable laws and regulations.

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the English Learners program, including:

1. Program goals;
2. Student enrollment procedures;
3. Assessment procedures for program entrance, measurement of progress, and program exit;
4. Classroom accommodations;
5. Grading policies; and
6. A list of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose dominant language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District upon proof of residency and other legal requirements. Students shall have access to, and be encouraged to participate in, all academic and extracurricular activities of the District.

Students participating in English Learners programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.

The English Learners program shall be designed to provide instruction which meets each student's individual needs based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content-area support shall be provided while the student is learning English to assure achievement of academic standards.

All English Learners shall be assessed annually using the state-approved assessment of English language proficiency.

The English Learners program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

Statewide Assessments

English Learners shall participate in the District's statewide assessments, unless 20 USC 6311(b)(3) and the regulations of the State Department of Education allow for their exclusion from an assessment.

To be eligible for exemption from the Idaho Reading Indicator, a student must have been enrolled in the District for less than two full school years, and must score less than a two on the English Language proficiency assessment. If a student qualifies, the Superintendent or designee shall determine whether a student should be exempted before the administration of the Fall assessment and for the remainder of that school year. The Superintendent or designee may require a student who qualified for the exemption to take the Idaho Reading Indicator if they determine that it is educationally appropriate or if it serves as a prerequisite for that student to qualify for additional education services.

At the beginning of each school year the District shall notify parents of students qualifying for English Learners programs about the instructional program and parental options, as required by law. Parents/guardians will be regularly apprised of their student's progress. Whenever possible, communications with parents or guardians shall be in the language understood by the parents.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Reporting

At the conclusion of every second fiscal year during which grant funds are received, the Superintendent or designee shall provide the Idaho Department of Education with a report, in a form prescribed by the Department describing the District's English Learner program and activities and

providing the District's applicable demographic data.

Legal References

20 USC § 6311

Description

Basic Program Requirements - State Plans

20 USC § 6811, et seq.

English Language Acquisition, Language Enhancement,
and Academic Achievement Act

20 USC §§ 1701-58

Equal Educational Opportunities Act of 1974

42 USC § 2000(d), et seq.

Title VI of the Civil Rights Act of 1964

ESEA

Section 1111(b)(2)

IC 33-1618

Assessment Exemption

Cross References**Code**

4160

Description

Parents Right-to-Know Notices

Board Policy 3440: Student Fees, Fines, and Charges/Return of Property

Status: Draft

Original Adopted Date: 06/2104 | Last Revised Date: 06/2023 | Last Reviewed Date:

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The Board may waive the fee in cases of financial hardship.

Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade). This includes online enrollment when solely a matter of preference.

The District may also offer for-fee educational programs which are to be solely paid for by the Empowering Parents Grant Program and in no instance subject the parent/guardian/student to a fee or cost for the program. Such programs shall not be for credit and shall not be required to obtain credit in any District course. Payment of such fees on behalf of a student through the grant distribution platform shall not cause the student to be counted for purposes of calculating public school enrollment.

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student’s possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The District may require, as condition of graduation or issuance of a diploma or certificate that all lawful indebtedness incurred by a student be satisfied and/or that all books or other instructional materials, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.

Legal References

IC § 33-1034

Description

Definition

IC § 33-603

Payment of Fees or Returning of Property

Cross References

Code

Description

2325	Driver Training Education
2470	Self-Directed Learners
2470	Self-Directed Learners
2470	Self-Directed Learners
7500	New Fees or Increase of Fees

Board Policy 5470: Leaves of Absence - Military Leave

Status: Draft

Original Adopted Date: 02/219 | Last Revised Date | Last Reviewed Date:

General Policy All District employees, other than those who are employed on a temporary basis who are not qualifying temporary employees, are entitled to military leave of absence when:

1. Ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces; or
2. Ordered by the governor, adjutant general, or other lawful authority to active duty, training, or other duty as members of the National Guard/State-recognized militia of the State of Idaho or any other state.

~~Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces~~ Employees shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The District shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) or under IC 33-527 of their rights, benefits, and obligations under USERRA and under IC 33-527 and those of the District.

Notice to District

All employees should provide either written or oral notice of upcoming military leave training to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of the military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders or other official documentation from the appropriate military authority to the Superintendent. Notice of leave for military training shall include date of departure and date of return for purposes of military service training 90 days prior to the date of departure. The Superintendent shall authorize the employee's military leave when the employee submits a copy of this documentation. Such leave shall begin on the date of departure indicated on the documentation.

Military Leave for Training or Short Term Duty

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 work days of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

Upon completion of military training, the employee shall immediately give evidence of their satisfactory completion of such training immediately thereafter. The employee shall be restored to their his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. The employee shall continue to accrue Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel On Active Duty

~~*(Note: Federal law does not require an employer to pay the salary of an employee on military leave except as specified in "Military Leave for Training or Short Term Duty" above.)*~~ Compensation

Any employee who is a member of the uniformed services, the reserve components, or the National Guard/State-recognized militia of this state or any other state, and who is ordered to active duty, training, or other performance of duty requiring absence from work shall be entitled to [SELECT ONE: ten OR MORE] days of paid military leave each school year.

Any employee with available annual or vacation leave may take this leave concurrently with any unpaid military leave.

Pension and Retirement Plans

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the District for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The District's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had they he or she not been absent for military service.

Reporting to District Once Military Leave is Complete

The standard military service length and reporting times are:

1 to 30 Days of Military Service: The employee reports to the District by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.

31 to 180 Days of Military Service: The employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when

the District's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 Days or More of Military Service: The employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification From Returning to Work

There are four conditions that disqualify an employee from exercising ~~their~~^{his or her} right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under "other than honorable conditions";
3. A commissioned officer's dismissal via court martial or by order of the President; and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under "Reporting to District Once Military Leave is Complete" above.

After an employee has been absent for 31 days or more of military service, the District may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability.

Legal References

38 USC §§ 4301-35

5 USC § 6323

IC § 33-527

IC § 46-224

IC § 46-225

IC § 46-407

Description

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

Military Leave; Reserves and National Guardsmen

Military Leave

Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for Military Training

Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave

Militia and Military Affairs/Reemployment Rights

Board Policy 5270 Personal Conduct

Status: ADOPTED

Original Adopted Date: November 2016 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply with and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District employees who are contacted by the media should direct such inquiries to the Superintendent, or his or her designee.

Administrators and supervisors may set forth specific rules and regulations governing an employees' conduct on the job within a particular building.

Insubordinate Conduct

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action

toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority;
4. Exceeding authority; and/or
5. Using vulgar or profane language to a supervising employee or administrator.

Personnel Conflict of Interest

It is not uncommon for a District, particularly smaller districts, to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, hiring etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Pre-Employment Conflict

If a conflict of interest arises prior to employment the current employee with whom the conflict exists should recuse themselves from all decisions involving the selection and hiring for the position.

The hiring committee is generally selected by the superintendent. In the case where a conflict is with the Superintendent themselves the Board Chairman will select the hiring committee and may appoint a board member to sit on that committee. The Superintendent may appoint the next in their chain of command to the hiring committee so all interests are represented. The superintendent or their designee will present the hiring committee recommendations to the board for approval.

Employment

If the individual with the personal conflict is selected, all efforts should be made to ensure that decisions regarding salary, job duties, complaints, or HR issues are not handled by the other conflicted party. Employee/teacher evaluations can be handled by the parties in conflict if no other qualified employee is available to complete the evaluation.

If the conflict cannot be avoided due to the relatively small nature of the district the superintendent should disclose conflict and the recommendations to the board.

Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to not hire or to transfer a current employee to a

different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

Board Member Conflicts

State Code places strict restrictions on hiring board member spouses and relatives, See Idaho code 33-507.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate – Grounds
I.C. § 33-1209 Proceedings to Revoke, Suspend or Deny or Place
Reasonable Conditions on a Certificate
IDAPA 08.02.02.076 Code of Ethics of the Idaho Teaching Profession

Board Policy 4105: Public Participation in Board Meeting

Status: ADOPTED

Original Adopted Date: May 2016 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave.

During all regular meetings and board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Desired public input on agenda items shall not be regarding any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the desired subject matter requested for public input is appropriate in relation to the Board's agenda and/or if a matter would require executive session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Trustees and made a part of the minutes.

Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commentor if it is not.

Any complaint about the District on these or other topics; including instruction, discipline, District personnel policy, procedure, or curriculum; should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Principal or supervisor;
3. Director or administrator;
4. Superintendent; then
5. Board of Trustees.

Please also see District Policy No. 4110 Public Complaints and Suggestions.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment period during a regular meeting or public hearing of the board, and only on subject matters identified on the Board's agenda. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular meeting of the Board the agenda shall provide time for public comment before the Board on agenda items or at public hearings of the Board. At special meetings of the Board, the Board may accept public comment. All public comment will be accepted before the Board addresses action items on District business, including items in a consent agenda. Persons wishing to address the Board at a regular meeting or public hearing on agenda items will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. Students who attend a District school;
2. Parents/guardians of such students;
3. District employees; and
4. People who reside within the District.

Attendees who do not belong to any of these groups will only be allowed to speak after members of the groups listed above have provided comment and only if there is still time available within the public comment period.

To be efficient and effective, long board meetings will be avoided. As such, total time allotted for public comment will not exceed _____30 minutes_____. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to __3__ minutes. Public comment will only be taken on action items scheduled on the Board's agenda at a regular meeting of the Board or during a Board public hearing. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position and will not exceed 10 minutes. Additionally, the Board clerk will accept written comments on agenda items for regular meetings and Board public hearings for distribution to the Board. The Board may decline to hear repetitive comments.

Written comments for Trustees must be submitted to the Board Clerk. The written comments must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Trustees if received two days prior to the Board meeting. Materials should not be sent directly to Trustees. Materials may be presented or mailed to the Board clerk at 406 N park St. Dietrich ID 83324, or emailed to the Board clerk at sarahsh@dietrichschools.org.

If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues and the confines of the Open Meeting Laws, Trustees will not respond to public comment nor engage in discussion with individuals or entities presenting public

input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual's statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual, or if they are going off-topic from an item listed on the agenda. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who, in the judgment of the Board Chair, willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order, and any person may be removed from the meeting if they are engaging in illegal conduct. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Legal References

IC § 33-510

Description

Annual Meetings – Regular Meetings – Board of Trustees

IC § 33-512(11)

Governance of Schools – District Permitted to Prohibit Entry to School Grounds

IC § 74-206

Executive Sessions – When Authorized

Cross References**Code****Description**

1500

Board Meetings

1500

Board Meetings

1500

Board Meetings

2425

Parental Rights

2425

Parental Rights

2425

Parental Rights

4110

Public Complaints

4120

Uniform Grievance Procedure

4120

Uniform Grievance Procedure

4320

Disruption of School Operations

Board Policy 4105 F : Request to Address the Board	Status: ADOPTED
Original Adopted Date: November 17, 2022 Last Reviewed Date: July 16, 2024 Last Revised Date: August 20, 2024	

COMMUNITY RELATIONS

REQUEST TO ADDRESS THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS AND COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS CANNOT BE HEARD IN OPEN SESSION. ADDITIONALLY, OTHER TOPICS DESCRIBED IN POLICY 1500 MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY. THOSE ADDRESSING THE BOARD ARE EXPECTED TO ABIDE BY THE RULES LISTED IN THIS FORM. ANY PERSON MAY BE REMOVED FROM A BOARD MEETING IF THEY WILLFULLY DISRUPT THE MEETING TO THE EXTENT THAT ORDERLY CONDUCT IS, IN THE DETERMINATION OF THE BOARD CHAIR, SERIOUSLY COMPROMISED . ANY PERSON OTHERWISE ENGAGED IN ILLEGAL CONDUCT AT THE MEETING MAY ALSO BE REMOVED.

During all regular meetings and Board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Public input on agenda items shall not be on any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the subject matter a community member requests to comment on is appropriate in relation to the Board's agenda and/or if a matter would require Executive Session.

Any complaint about the District, including instruction, discipline, District personnel policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board. All complaints should be resolved through proper channels in the following order, and all channels must be exhausted before the Board may entertain the complaint:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the Board clerk prior to the beginning of the meeting to indicate you wish to provide public comment.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

You will have the floor a maximum of 3 minutes.

The Board of Trustees encourages input from the public at regular meetings and public hearings of the Board, but only on items on the Board's agenda. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written comments must include your name, address, telephone number, and relationship to the District.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to 3 minutes. When an individual who is representing a large group, and has made a request in advance to provide public comment for a longer period of time, the individual may be allowed to speak for up to 10 minutes if additional time is approved by the Chair.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak.
4. Speakers who are District students, parents/guardians of District students, District employees, and District residents will be given priority over speakers who are not members of any of these categories.: **Attendees who do not belong to any of these groups will only be allowed to speak after members of these groups have provided comment and only if there is still time available within the public comment period.]**
5. The Board shall follow its written Board Operating Protocol to determine procedural matters regarding public participation.

6. Patrons and community members who are unable to attend meetings in-person are encouraged to submit public comment in writing for agenda items at regular meetings or public hearings of the Board. The Board Clerk will provide written comments to the Board during the period of public comment. If the agenda item or comment is related to an item that can only be discussed in executive session, comments may not be provided to the Board at that time if there is a concern regarding due process rights for student and/or personnel hearings.
7. Presentations are to be civil and respectful. Public input shall not disrupt the public meeting. There shall be no intimidation against the Board, members of the Board, school employees, or students of the District. Shouting, loud statements, threats, name calling, profanity, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is, in the determination of the Board Chair, seriously compromised. Any person otherwise engaged in illegal conduct at the meeting may also be removed. Failure to leave may result in law enforcement intervention.

Request to Address the Board

Date: _____

Name: _____ (Please Print)

Relationship to District (Please check all that apply):

- ☐ Parent/Guardian of a District Student
- ☐ Employee of the District
- ☐ District Student
- ☐ Resident of the District
- ☐ Trustee Zone of Residence: _____
- ☐ Other: _____

Is your comment related to an item on the agenda? Yes No

If yes, which agenda item do you wish to address:

If no, please submit your request for items to be placed on the agenda to the Board Clerk.
Agenda items will be provided to the Board and may, at the Board's discretion, be placed on a future agenda.

Check if any of the topics below are matters you wish to address in your presentation to the Board:

- ☐ The hiring of a public school employee.
- ☐ The qualifications of any individual employee/prospective employee.
- ☐ The evaluation or performance of any individual employed by the District.
- ☐ A complaint or concern about any individual employed by the District.
- ☐ A complaint or concern about any student enrolled at the District.

****Please deliver a completed copy of this form to the Board's clerk prior to the commencement of the Board meeting.**

Board Policy 1500: Board Meetings

Status: ADOPTED

Original Adopted Date: March 2014 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Meeting Defined

A meeting is defined as the convening of the Board of Trustees to make a decision or to deliberate toward a decision on any matter. Trustees may participate in Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the Board of Trustees or Superintendent is physically present at the meeting location.

Regular Meetings

Unless otherwise specified, all meetings will be held in the Dietrich School District Board Room. Regular meetings shall be held at 7:00 PM on the 3rd Tuesday of each month.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage, or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable or increase the likelihood or severity of such injury, damage, or loss, and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

No later than 28 days prior to its regular July meeting, the Board shall have prepared a budget, in the form prescribed by the State Superintendent of Public Instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than 14 days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in Idaho Code. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Special meetings may be called by the Chair or by any two Trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Trustee not less than 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the District Office and at least two or more public buildings within the District. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal

authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal, or disciplining of; or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or a student.
3. To acquire an interest in real property that is not owned by a public agency.
4. To consider records exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated, but imminently likely to be litigated. The presence of legal counsel at executive sessions is not sufficient to satisfy this requirement.
7. To communicate with a representative of the District's risk management or insurance provider to discuss a pending claim or prevention of a possible claim imminently likely to be filed. The presence of a risk management or insurance provider at executive sessions is not sufficient to satisfy this requirement.
8. To conduct deliberations regarding labor negotiations. *Note: The Board may still deliberate regarding labor negotiations and may caucus regarding negotiations in Executive Session. However, all actual negotiations between the parties; such as the exchange of offers, counteroffers, and exchange of documents; must be conducted in open session.*

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

If only an executive session will be held, a 24 hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any subject not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Legal References

IC § 33-205

Description

Denial of School Attendance

IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

Cross References

Code	Description
1140	<u>Vacancies</u>
4105	<u>Public Participation in Board Meeting</u>
4105-F(1)	<u>Public Participation in Board Meeting - REQUEST TO ADDRESS THE BOARD</u>

Background 1500-B: Board Meetings - Board Operating Procedure & Status: ADOPTED Protocol

Original Adopted Date: August 20, 2024 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Idaho Law requires school boards to adopt rules of order that govern their meetings, including offering in-person public comment during regular meetings. ISBA School Board Standards recommend that boards develop Board Operating Protocols from the concepts below with adaptation to their local context – this should be unique to your board, however, the first 4 items are strongly recommended for inclusion. Once developed, we suggest that boards publicly commit collectively and individually to their operating protocols to enhance teamwork among board members and between the board and chief administrator. Once you've finalized the protocols, we recommend that you have a display copy available for your public in your board room, along with your relevant policies on public comment.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order (small boards)* will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Superintendent with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in **Policy 4105**. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed

confidential by Idaho Law.

7. The Board will consistently follow our audience participation procedures outlined in **Policy 4105**.
8. The Board will consider and represent the needs and interests of ALL of the children in our District.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the District. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.
10. Surprises to Board Members or the Superintendent will be the exception and not frequent. We agree to ask the Board Chair and/or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.
11. Board requests of staff are to be made through the Superintendent.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent through the Board's Uniform Grievance Procedure.
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the superintendent in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in our decision making.
16. The superintendent is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Superintendent.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.
19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.

20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Superintendent will annually facilitate goal setting for the School District.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.
24. The Board Chair or designee will be the Board's spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.
The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

Legal References

Legal References	Description
IC § 33-205	Denial of School Attendance
IC § 33-510	Annual Meetings – Regular Meetings – Board of Trustees
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

Cross References

Code	Description
1140	<u>Vacancies</u>
4105	<u>Public Participation in Board Meeting</u>
4105-F(1)	<u>Public Participation in Board Meeting - REQUEST TO ADDRESS THE BOARD</u>

Procedure 1500-P(1): Board Meetings - Board Meeting Procedure **Status: ADOPTED**

Original Adopted Date: March 2014 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the District may also suggest inclusions on the agenda. Such suggestions must be received by the Board Clerk at least 7 days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent or board chair of the request.

Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the District or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the District website.

Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board clerk or their designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the District website.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting: If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

Amending the Agenda After the Start of a Meeting: An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason

the agenda item was not included in the original agenda posting.

Order of Business

The order of business will be determined by the Board Chair and Superintendent with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed. The Board shall accept public comment before it takes action on any District business.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on any agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

Minutes

The clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho Code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution. However, in the event one or more vacancies on the board exist in accordance with Policy 1140, a quorum is permitted if a majority of the remaining members of the board are present.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands. The Board shall adopt a board operating protocol and rules of procedure, and make it available for patrons at all Board meetings.

Recall of School Trustees

In the event one or more Board Members are subject to a recall election, those Board Member(s) shall not vote on any of the following action items until after the certification of the recall election results:

1. Action items that would alter the structure of the Board; or
2. Action items that would create a new contractual or financial obligation for the District.

This prohibition shall apply to all Board Members who are subject to the recall election, regardless of the result of the election, and it shall apply from the date of the recall election until the results are certified. These Board Members may participate and vote in all other routine matters.

Legal References

IC § 33-205

IC § 33-510

IC § 74-202

IC § 74-203

Description

Denial of School Attendance

Annual Meetings – Regular Meetings – Board of Trustees

Open Public Meetings – Definitions

Governing Bodies--Requirement for Open Public Meetings

IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 74-206A	Negotiations in Open Session
Idaho Open Meeting Law Manual	Current edition

Cross References

Code	Description
1140	Vacancies
4105	Public Participation in Board Meeting
4105	Public Participation in Board Meeting

Board Policy 2500: Library Materials**Status: ADOPTED****Original Adopted Date: June 2014 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024**

The school library is a principal location for students to inquire, to study and evaluate, and to gain new maturity and understanding. The District has the authority to regulate education and to determine the contents of the library collection. However, the Board also recognizes students' First Amendment constitutional rights. The school and classroom libraries of this District are guided by the principles set forth in the Library Bill of Rights and by the Idaho Children's School and Library Protection Act.

Additionally, the District's school libraries adhere to all applicable District policies and procedures pertaining to student privacy and compliance with the Family Educational Rights & Privacy Act (FERPA) when it comes to records of materials checked out by students and any other student records. Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and to exclude therefrom all books, tracts, papers, and catechisms of a sectarian nature.

School library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents or parents/guardians of nonresident students attending the District may be allowed use of library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for interlibrary loan agreements with other libraries.

Access to Restricted Materials

The school library may have resources available to students that are available only with parent/guardian permission for minor students. Students' access to such materials shall require a permission slip signed by their parent/guardian. The permission slip may provide permission to access one or more specific materials or provide permission to access materials in the restricted access section. Students over the age of 18 may check out materials in the restricted access section.

Legal References

IC § 18-1514(6)

IC § 33-512

IC18-1517B

Other References**Description**

Obscene Materials – Definitions

District Trustees - Governance of Schools

Children's School and Library Protection Act

Description

Idaho Commission for Libraries
The American Library Association
The American Library Association

[website](#)

[Library Bill of Rights](#)

Access to Resources and Services in the School Library

Cross References

Code

2140

2140-F(1)

2510

2510-P(1)

2520

2530

2530-F(1)

3570

3570-P(1)

3570-F(1)

3570-F(2)

3575

7310

Description

[Student and Family Privacy Rights](#)

[Student and Family Privacy Rights - Consent Form](#)

[Selection of Library Materials](#)

[Selection of Library Materials](#)

[Selection, Adoption, Use, and Removal of Curricular Materials](#)

[Learning Materials Review & Reconsideration](#)

[Learning Materials Review & Reconsideration - Request for Review & Reconsideration of Learning Materials](#)

[Student Records](#)

[Student Records - Maintenance of School Student Records](#)

[Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records](#)

[Student Records - Permission to Use Likeness](#)

[Student Data Privacy and Security](#)

[Advertising in Schools/Revenue Enhancement](#)

Board Policy 2500 F : Permission Slip to Check Out Restricted-Access Library Materials for Minor Students Status: ADOPTED

Original Adopted Date: August 20, 2024 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

This letter is to inform you and your child about the **Dietrich School District** School Library Policy for checking out materials currently placed in the restricted-access section. The District requires parent or guardian permission for a minor student to check out materials in this section. You must accompany your minor student and provide a signed copy of this permission slip to a school library employee before they are allowed to access material in this section.

You and your student are solely responsible for any book they check out. Encourage your student **not** to lend the book to others. The loan period is _____ weeks.

While the book is in your home, we encourage you to review the material and to have an ongoing dialogue about it with your child.

Please check one of the following:

_____ I grant permission for my child to access any materials in the restricted section.

_____ I grant permission for my child to access the following material(s) in the restricted section. (Please provide the title and author):

If you would like further information about these items or the reasons they are currently in the restricted section, please contact [Contact Information].

You have read the attached copy of Policy 2500, and grant permission for your minor child to access the materials described above. You, the undersigned, and your minor student are solely responsible for any book or material checked out. Your student shall not lend the material or book to any other person or allow any other person access to the material that is the subject matter of this permission slip. If your child lends or otherwise provides access of this material to any third party, including any other student or minor, your child's library privileges may be

negatively impacted, including disallowing your minor child to check any book out of the library..

Parent/Guardian's Name (Print): _____

Phone: _____

Parent/Guardian's Signature: _____

Date: _____

For Librarian Use Only:

I, _____, (**Choose One: Librarian**) attest that the parent/guardian physically presented this permission slip with their signature, and their identity was verified as the minor child's parent or legal guardian.

I understand and agree to follow the library policies. I accept the responsibility for returning any library materials I check out, and I will not share access to any restricted material with any other student at school.

Student Name (Print): _____

Student's Signature: _____

Homeroom Teacher Name: _____

Attestation for Students Over the Age of 18

I have read the attached copy of Policy 2500 and agree to access the materials described above. I, the undersigned, am solely responsible for any book or material checked out. I shall not lend the material or book to any other person or allow any other person access to the material that is the subject matter of this attestation. I acknowledge that if I lend or otherwise provide access of this material to any third party, including any other student or minor, my library privileges may be negatively impacted, including losing privileges to check any book out of the library.

Student's Name (Print): _____

Phone: _____

Student's Signature: _____

Student's Date of Birth: _____

For Librarian Use Only:

I, _____, (**Choose One: Librarian**) attest that the adult student presented this attestation, and that they were verified as being over the age of 18.

Board Policy 2530: Learning Materials Review & Reconsideration Status: ADOPTED

Original Adopted Date: July 2016 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Parents/guardians have the right to guide the reading, viewing, and listening of their own children but must likewise give the same right to other parents/guardians. The Board has a constitutional obligation to not remove materials simply because it disagrees with subject matter unless such ideas are in violation of I.C. 18-1514. The First Amendment to the US Constitution encompasses not only freedom of sharing one's views but also freedom to receive information.

Any parent/guardian of a District student, any student, or any employee, may formally challenge a specific learning material item used by the District's educational program. Challenges will only be accepted from individuals belonging to at least one of these groups.

Learning materials, for the purposes of this policy, are not limited to Board approved curriculum but shall also be considered to be any material used in classroom instruction, materials available to students in the classroom, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

The major criterion for deciding whether to keep or remove a challenged resource is the appropriateness of the resource for its intended educational use. This may include:

1. The appropriateness of the material for the instructional objectives it is used to teach;
2. The appropriateness of the material's level of difficulty; and
3. The appropriateness of the material for the age group(s) with which it is used. Library and classroom materials shall be considered in light of their appropriateness for the oldest students who will have access to them.
4. Whether the material meets the definition of "harmful to minors" provided below.

For the purposes of this policy, the term "harmful to minors" has the meaning provided in IC 18-1514 and I.C. 18-1517B:

"Harmful to minors" includes in its meaning:

- 1) The quality of any material or any performance or of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - a) Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - b) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - i. Intimate sexual acts, normal or perverted, actual or simulated; or

ii. Masturbation, excretory functions or lewd exhibition of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors.

No library material shall be removed solely because of the ideas expressed therein.

Informal Process

Any individual identified above who wishes to raise a complaint about a piece of learning material should first discuss the matter informally with the teacher, librarian, or other staff member who oversees its use. The patron should explain their objection to the material.

The staff member shall try to resolve the matter informally through such measures as:

1. Explaining the District's materials selection process, the criteria for selection and the qualifications of the professional staff who selected the questioned resource;
2. Explaining the intended educational purpose of the resource, its value as a resource, and any additional information regarding its use; and/or
3. Offering a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource in a manner that complies with Policy 2425 Parental Rights.

All informal complaints made to staff members of the District shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. If the complainant wishes to make a formal challenge, the staff member shall direct the complainant to this policy.

Formal Process

An eligible party who wishes to make a formal objection should submit their complaint in writing to the principal of the building where the material is used using a form provided by the District. At minimum, the complaint shall reference specific sections of the materials or resources that produced the formal complaint. Vague or incomplete complaints will not be submitted to the learning materials review committee.

OPTIONAL: Additionally, the District may decline to consider a request for reconsideration of a material that has already been the subject of such reconsideration within the past [SELECT ONE: three years OR four years OR some shorter period of time chosen by the District].

The building principal shall forward the form to the Superintendent.

The Superintendent shall convene a learning materials review committee, who will provide an objective evaluation of the material. The committee shall contain an odd number of members. Members of this committee may include such parties as:

1. Instructional staff who have experience using the challenged resource with students;
2. Other teachers and librarians. If the challenged material was selected by a specific teacher or librarian, that individual will not be selected for the committee. If the District has only one librarian and that librarian selected the material in question, the District may seek to include a librarian from a nearby public library or school district on the committee;

3. Administrators;
4. Parents/guardians of District students, including parents whose children have already graduated; and
5. Any other appropriate individuals selected by the Superintendent.

A person who has submitted a formal complaint regarding a learning material shall not participate in the review of that item as a committee reviewing the material. If the complainant serves on a standing learning materials review committee, they shall recuse themselves from all committee activities related to review of the material.

All members of the committee shall review the challenged resource. They shall also consider written or verbal comments submitted by District students, parents/guardians of District students, District employees, and District residents on the material in question. For library materials, the resource in question must be read or reviewed in full by each committee member. For materials that are a part of material used in classroom instruction, the teacher shall present to the committee on its role within the classroom. Passages or parts of the work in context shall not be considered out of context, and the values and faults of the work should be weighed against each other. Decisions about what action to take regarding the material shall be based on the materials as a whole. Where appropriate, the committee may solicit advice or opinion from other District staff and/or relevant professional organizations of librarians, English teachers, or other appropriate professionals.

The committee shall vote on whether the challenged resource should be kept or removed in accordance with the principles set out in this policy or whether some other change should be made. In the case of library material, it shall include a recommendation to:

1. Retain the material in its original location; or
2. Relocate the material to another location, such as a library or classroom that serves older students; or
3. Remove the material entirely.

The committee shall prepare a written report of its findings and provide copies to the Superintendent, the complainant, and to staff members who oversee use of the resource, that includes both majority and minority opinions on the learning material or library resource under consideration. The report may differ depending on the type of resource being challenged.

The Superintendent shall review the committee's report. If the material under consideration is part of the District's curriculum, and if the committee votes in favor of removing it from the curriculum, the Board shall review the report, and the Board shall determine whether the challenged resource should be kept or removed or whether some other change should be made.

If the material in question is a library resource, classroom library resource, or other material available to students and not part of the District's Board-approved curriculum, the Superintendent shall determine whether to accept the committee's recommendation or whether some other change should be made. The Superintendent shall notify the complainant of the outcome, including the recommendation of the committee. This decision in this regard may be appealed to the Board.

If an appeal of the Superintendent's decision is made to the Board, the Board has the sole discretion in determining how to handle the complaint review, including but not limited to the Board's option of solely reviewing the committee's report and making a determination or seeking to speak with the

parties involved in the complaint during a properly noticed meeting of the Board. The decision of the Board will be final.

Legal References

IC § 18-1514(6)

Description

Obscene Materials — Definitions

IC18-1517B

Children's School and Library Protection Act

Other References

Idaho Commission for Libraries

Description

website

The American Library Association

Library Bill of Rights

Cross References**Code**

2425

Description

Parental Rights

2425

Parental Rights

2425

Parental Rights

2500

Library Materials

2500

Library Materials

2510

Selection of Library Materials

2510

Selection of Library Materials

2520

Selection, Adoption, Use, and Removal of Curricular Materials

4110

Public Complaints

Dietrich School District #314

Board Policy 2530 F : Request for Review & Reconsideration of Learning Materials

Status: ADOPTED

Original Adopted Date: August 20, 2024 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

INSTRUCTION

Request for Review & Reconsideration of Learning Materials

The Trustees of Dietrich School District have established a formal process for eligible parties who wish to submit a learning material for reconsideration. For the purposes of this process, learning materials include:

1. Approved curriculum;
2. Material used in classroom instruction;
3. Library materials, including materials in classroom libraries; and
4. Any materials to which a teacher might refer a student as part of the course of instruction.

This form is required when making a formal complaint. It will then be turned over to the Learning Materials Review Committee.

Before submitting this form, please discuss the resource with the school librarian, in the case of a library resource, or teacher, in the case of a classroom resource.

Please review Policy 2530 before submitting a complaint.

If you object your child using a particular learning material in the classroom, Policy 2425 provides a way to request an alternative resource for your child.

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Please check each of the following that describe you:

_____ Parent or Guardian of District Student

_____ Current Student

_____ District Employee

_____ District Resident

_____ None of the Above

Please check each of the following that apply:

_____ The material was used as a part of classroom instruction; or

_____ The item was available for check-out in the school library.

_____ The item was available in a classroom library.

Please check the applicable box below to help us identify the resource:

_____ Book or E-book

_____ Movie

_____ Magazine

_____ Audio Recording

_____ Digital Resource

_____ Game

_____ Newspaper

_____ Other: _____

Title: _____

Author/Producer: _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

If this is material used in the classroom, were you provided an alternative instructional resource?

Why do you believe this resource should be removed from use in the classroom/removed from the school library?

Do you believe this resource or material meets the definition of "harmful to minor" provided below? (See definition at the end of the form): YES NO

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

_____ Retain the material in its original location; or

_____ Relocate the material to another suitable section, including an area with restricted-access requiring parent/guardian permission to access; or

_____ Remove the material entirely.

_____ Other requested remedy: _____

Statutory Definition of "Harmful to Minors" Provided in IC 18-1514 and IC 18-1517B:

"Harmful to minors" includes in its meaning:

- 1) The quality of any material or any performance or of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - a) Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - b) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - a. Intimate sexual acts, normal or perverted, actual or simulated; or
 - b. Masturbation, excretory functions or lewd exhibition of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it

is used, possesses serious literary, artistic, political, or scientific value for minors.

Signature of Complainant: _____
By signing above, I acknowledge that the information provided here is true and factual to the best of my knowledge, and that the Board of Trustees must take each complaint into account while also ensuring it maintains access to constitutionally protected materials.

Board Policy 2705: Military Compact Waiver

Status: ADOPTED

Original Adopted Date: 12/01/2013 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

The State of Idaho is one of numerous states across the country that are members of the Interstate Compact on Educational Opportunity for Military Children. As a school district within the State of Idaho subject to the laws of the State of Idaho, the District shall follow the requirements of the Compact when enrolling students for whom the Compact applies.

Purpose

The purpose of the Interstate Compact on Educational Opportunity for Military Children is to remove barriers to educational success for children of military families due to frequent relocation and deployment of their parents. The Compact facilitates educational success by addressing

1. Timely student enrollment;
2. Student placement;
3. Qualification and eligibility for curricular, co-curricular, and extracurricular programs;
4. Timely graduation; and
5. The facilitation of cooperation and communication between various member states' schools.

Applicability

This Compact applies only to children of:

1. Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders. For application of this section the parent must be on full time duty status in the Army, Navy, Air Force, Marine Corps, Coast Guard, or the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services;
2. Veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

Educational Records and Enrollment

1. **Hand Carried/Unofficial Educational Records:** In the event that official educational records cannot be released to a parent for the purpose of school transfer, the custodian of records from the sending school shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission.

Upon receipt of the unofficial educational records, the District shall enroll and appropriately place the student based upon the information the school receives in the unofficial educational records, pending validation by the official records, as soon as possible.

2. **Official Educational Records/Transcripts:** At the time of enrollment and conditional placement of a qualifying student at the District, the District shall request the student's official educational records from their last school of attendance.

A school receiving such a request shall process the official educational records request and furnish such within a period of ten days, or within the timeline determined to be reasonable by the Interstate Commission.

3. **Immunizations:** The District shall provide a period of 30 days from the date of enrollment, or such other time frame as determined by the rules of the Interstate Commission, within which students may obtain any immunizations required by the District. Where the District's requirements include a series of immunizations, initial vaccinations must be obtained within 30 days, or within the timeline determined to be reasonable by the Interstate Commission. Exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.
4. **Kindergarten and 1st Grade Entrance Age:** Students shall be allowed to continue their enrollment at grade level at the District, commensurate with their grade level from their receiving school, including kindergarten, at the time of transition. However, the provisions of IC 33-201 regarding attaining the age of five on or before the first day of September for enrollment in kindergarten, and attaining the age of six on or before the first day of September or having attained the age of five and having completed a private or public out of State kindergarten for the required 450 hours for enrollment in first grade, shall continue to apply.

A student who has satisfactorily completed the prerequisite grade level in the sending school shall be eligible for enrollment in the next highest grade level in the District, at the receiving school, regardless of age.

A student who is transferring into the District after the start of the school year shall enter the District on the student's validated grade level from an accredited school in the sending state.

Placement and Attendance

1. **Course Placement:** Upon transfer of a qualifying student, the receiving District shall place the student in courses consistent with the student's courses in the sending school and/or the school's educational assessments.

Course placement includes, but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathways courses.

Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

2. **Educational Program Placement:** The District shall initially honor placement of the student in educational programs based on current educational assessments conducted at the sending school or participation/placement in similar programs at the sending school.

Educational program placement includes, but is not limited to, gifted and talented programs and English as a second language. This requirement does not preclude the District from performing subsequent evaluations to ensure appropriate placement of the student.

3. **Special Education Services:** In compliance with the federal requirements of the Individuals with Disabilities Education Act, the District, as the receiving school, shall initially provide comparable services to a student with disabilities based on their current Individual Education Plan.

In compliance with Section 504 of the Rehabilitation Act and with Title II of the Americans with Disabilities Act, the District, as the receiving school, shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities consistent with his or her existing 504 or Title II Plan.

This does not preclude the District, as the receiving school, from performing subsequent evaluations to ensure appropriate placement and/or accommodations are made for the student.

4. **Placement Flexibility:** The District's administration shall have the flexibility to waive course and program prerequisites or other preconditions for placement in courses and programs offered by the receiving District.
5. **Absences Relating to Deployment Activities:** A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment in a combat zone or combat support position, shall be granted additional excused absences at the discretion of the District's Superintendent to visit with their parent/legal guardian relative to such leave or deployment of the parent/guardian.

Eligibility

1. **Eligibility for Enrollment:** A special power of attorney pertaining to the guardianship of a student of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

The receiving District shall not charge tuition to a transitioning military student placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military student, placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which they were enrolled when residing with the custodial parent.

2. **Eligibility for Extracurricular Activity Participation:** The District shall facilitate the opportunity for transitioning military students' inclusion in extracurricular activities, regardless of application deadlines, to the extent the student is otherwise qualified.

Graduation

In order to facilitate the on-time graduation of children of military families, the receiving District shall follow this process:

1. **Graduation Course Requirements – Waiver:** The receiving District's Administration, through the Superintendent or designee, shall waive specific courses that are required for graduation if similar coursework has been satisfactorily completed at another school.

If the District does not waive the specific course requirement for graduation, the District shall provide a reasonable justification for the denial. This justification shall be provided to

the parent/legal guardian in writing.

If the receiving District does not waive the specific course requirement for graduation and the student would have otherwise qualified to graduate from the sending school, the receiving District shall provide an alternative means of acquiring required course work to ensure that the student's graduation will occur on time.

2. **Exit Exams:** In lieu of testing requirements for graduation at the receiving District, the District and the State of Idaho shall accept any or all of the following:
 - A. Exit exams or end-of-course exams required for graduation from the sending school;
 - B. National norm-referenced achievement tests; or
 - C. Alternative testing.

In the event the above alternatives cannot be accommodated by the receiving District for a student transferring during their senior year, subsection 3, below, shall apply.

3. **Transfer During Senior Year of High School:** Should a military student transferring at the beginning of or during the senior year be ineligible to graduate from the receiving District after all alternatives have been considered, the sending school and the receiving District shall ensure the receipt of a diploma from the sending school if the student meets the graduation requirements of the sending school.

In the event that one of the states in question is not a member of this Compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Conflicts

All state laws and District policies that conflict with this policy and/or in conflict with the Compact are superseded to the extent of the conflict.

Cooperation

The receiving District, through its administrative agents, shall timely cooperate with all State agency inquiries and other District or school inquiries relating to a student who is covered by the Compact.

Legal References

IC § 33-5701

Description

Interstate Compact on Educational Opportunity for Military Children

IC § 39-4802

Immunization Exemptions

IDAPA 08.02.03.105

High School Graduation Requirements

Cross References

Code

2700

Description

High School Graduation Requirements

2700

High School Graduation Requirements

Board Policy 3060: Education of Homeless Children

Status: ADOPTED

Original Adopted Date: February 2019 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

It is the policy of the District to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Trustees directs all District schools to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Board shall not enter into an out-of-District attendance and tuition agreement with another district for a homeless child.

All schools and employees of the District shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The District will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms "enroll" and "enrollment" includes attending classes and participating fully in all school activities.

The terms "homeless," "homeless individual," and "homeless person" include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and

5. An unaccompanied student living in any of the circumstances described in clauses 1 through 3 above.

"Children and youth in transition" is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence.

"Unaccompanied youth" is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term "school of origin" is defined as the school the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the students "school of origin;" the "school of origin" shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school in the District.

In General

The District shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
 - A. In any case in which a family becomes homeless between academic years or during an academic year; and
 - B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

When addressing school placement, the student may attend a school different from the school of attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parents and such is feasible.

When addressing school placement, the District's liaison shall work with the family to address the student's transportation needs.

School Stability

In determining the best interest of the homeless student each school within the District shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian, or (in the case of an unaccompanied youth) the student;

2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent/guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Superintendent determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent/guardian or the unaccompanied student with a written explanation of the reasons for their determination, which will be provided in a manner and form understandable to such parent/guardian, or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and
4. In the case of an unaccompanied student, ensure that the District's liaison designated under "District Liaison," below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under "Enrollment Disputes," below.

Immediate Enrollment:

1. **In General:** The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:
 - A. Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation;
 - B. Has missed application or enrollment deadlines during any period of homelessness; or
 - C. Has outstanding fees or fines, including fees associated with extracurricular activities.
2. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District's liaison designated under "District Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below. Additionally, exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and District policy.

When a student transfers schools, the District shall help to keep the student academically on track by providing appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or when transferring to a new school.

Disputes

If a dispute arises over eligibility, school selection or enrollment in a particular school, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities
2. The parent/guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the basis for any decisions related to school selection or enrollment made by the District, or other entity, including the rights of the parent/guardian or unaccompanied student to appeal such decisions;
3. The parent/guardian or unaccompanied student shall be referred to the local educational agency liaison designated under "District Liaison" below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the District and, if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student's dispute.
5. If an agreement cannot be reached between the parties regarding the educational placement of enrollment status of the student, then the District shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten business days how the student's best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Privacy

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be disclosable "directory information" under the Family Education Records Privacy Act ("FERPA").

Contact Information

Nothing in this policy shall prohibit the District and/or the enrolling school from requiring the parent/guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the District shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including but not limited to the following:

1. Transportation services. Students may be provided with additional transportation services if needed to ensure the student's full participation in the District's education program;

2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or District sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs. Upon enrollment, the student's name shall immediately be submitted to the District's Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

District Liaison

For purposes of this policy, the Superintendent shall designate a District employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Superintendent shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. The District tracks academic and enrollment data on homeless students;
3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the District;
4. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;
5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
6. The parents/guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an "independent student" for purposes of the student's Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required "verification" of the student's status in connection with their application for Federal Student Aid.
8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents/guardians of homeless students and unaccompanied students;
9. Eligibility, school selection, or enrollment disputes are mediated in accordance with "Disputes," above;

10. The parent/guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student's school of origin, and is assisted in accessing transportation to the student's assigned school;
11. School personnel receive annual professional development and other support; and
12. Unaccompanied homeless students:
 - A. Are enrolled in school;
 - B. Have opportunities to meet the same challenging state academic standards as the State establishes for other students; and
 - C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the District Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

Local and State Coordination

The District's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The District's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends school within the District is eligible for Title 1, Part A services. The District shall set aside funding to provide homeless students who attend schools that do not participate in Title 1, Part A with services comparable to those provided by participating schools. Funding may also be set aside to provide targeted assistance to homeless students who attend participating schools.

Legal References

Description

20 USC § 6311, et seq.

Improving Basic Programs Operated by Local Educational Agencies (Subchapter I, Part A, of the Elementary and Secondary Education Act)

20 USC §§ 1400 – 82

Individuals with Disabilities Education Act (IDEA)

42 USC § 11301, et seq.

McKinney-Vento Homeless Assistance Act of 1987

42 USC § 1758

School Lunch Programs – Program Requirements

IC § 39-4802

Immunization Exemptions

Pub. L. 110-134

Improving Head Start for School Readiness Act of 2007

Cross References

Code

3000

Description

Entrance, Placement, and Transfer

3525

Immunization Requirements

4110

Public Complaints

4120

Uniform Grievance Procedure

4120

Uniform Grievance Procedure

4160

Parents Right-to-Know Notices

8100

Transportation

Board Policy 3500: Student Health/Physical Screenings/Examinations Status: ADOPTED

Original Adopted Date: August 2023 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parents/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

The District will not furnish health care services or solicit to furnish health care services to a student without parent/guardian consent to do so or by court order, unless a medical emergency exists and: Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury;(such as life, limb, or eyesight) or

1. The health care provider can't contact the parent/guardian despite a reasonably diligent effort and the minor child's life or health would be seriously endangered by further delay in the furnishing of health care services.

Parents/guardians may be given the option to provide blanket consent to the District furnishing health care services or soliciting to furnish health care services to a student.

If a parent/guardian declines to consent to a health care service for their student, the staff member responsible for seeking such consent shall document their efforts to contact the parent/guardian to obtain their consent and shall also document the parent/guardian's refusal of such consent or failure to respond. If such health service was offered because the student is suspected of having a health problem, the parent/guardian will be notified of this suspicion according to Procedure 2425P Parent Rights — Parent/Guardian Notification of Changes in Student Health and Well-being.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance;

2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term “invasive physical examination” means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations. All parents will be notified of the requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion;
2. Counseling in favor of abortion;
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Legal References	Description
20 USC § 1232(h)	FERPA: Protection of Pupil Rights
IC § 18-8701, et seq.	No Public Funds for Abortion Act
IC § 32-1015	Parental Rights in Medical Decision-Making
IC § 33-142	Adoption Education
IC § 33-6001	Parental Rights
IDAPA 08.02.03.160	Safe Environment and Discipline
Cross References	
Code	Description
2140	Student and Family Privacy Rights
2140	Student and Family Privacy Rights
2425	Parental Rights
2425	Parental Rights

2425

Parental Rights

3523

Head Lice (Pediculosis)

3540

Emergency Treatment

Board Policy 3500 F : Notice of Health Services

Status: ADOPTED

Original Adopted Date: August 20, 2024 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

STUDENTS

Notice of Health Services

[NOTE: This form is to be provided to students' parents/guardians at the beginning of each school year.]

Dear parent or guardian,

The purpose of this form and the attached copy of the District's policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through the school by the District or by any private organizations and to provide notice of the District's policy on physical examinations and screening of students and to obtain parent/guardian consent for these services.

1. ;Check student Temperature
2. ;
- 3.

The District may also provide health care services without parent/guardian consent if District staff reasonably determines that a medical emergency exists:

1. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury;(such as life, limb, or eyesight) or
 2. District staff can't contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.
- The District will provide the following additional health services or examinations which can only be provided with parental permission or in the event of an emergency as described above:

Health Service or Exam		Initial to Indicate Permission to Conduct the Health Service or Exam
Preventative health and wellness services and screenings as described in Policies 2415 and 3500		

Administering or assisting of the administration of medication as described in Policy 3510		
First aid and emergency care as described in Policy 3540		
Appropriate management of all health conditions with parental consent		
Any health services the District deems appropriate		

Please select one of the following options:

_____ I hereby designate the following emergency contact for my child and grant them authority to consent to health care services provided by the school in the school's absence of ability to reach the me.

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

_____ I do NOT wish to designate an emergency contact to consent to health care services provided by the school in the school's absence of ability to reach the me.

Student Name

Parent Signature

Date

Parent Name

Board Policy 3540: Emergency Treatment**Status: ADOPTED****Original Adopted Date: June 2015 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency telephone number where they can be reached. The District recommends that parents/guardians regularly check and update the emergency contact information they've provided to the District. They must also provide a completed Form 3500F indicating student health services to which they consent. If a student does not have a completed Form 3500F, the District shall presume there is no consent to provide any healthcare services.

The District may provide emergency treatment to the child if:

1. The parent/guardian already consented to such treatment via Form 3500F or some other means; or
2. District staff reasonably determines that a medical emergency exists and:
 - A. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury; (such as life, limb, or eyesight) or
 - B. District staff can't contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.

When a student is injured or ill, the principal or designated staff member should immediately contact the parent/guardian so that the parent/guardian can arrange for care or treatment of the injured student and consent to providing treatment to the child if they have not already done so.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose;
2. Inform the parent/guardian as soon as possible about the illness and request that they pick up the child; and
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event of any medical emergency posing a serious threat to life or health, District staff shall call the local emergency medical service provider.

Legal References**Description**

Cross References**Code****Description**

3500

Student Health/Physical Screenings/Examinations

3500

Student Health/Physical Screenings/Examinations

3518

Treatment of Opiod Overdoses

Board Policy 7402: Restrictions on Contracts

Status: ADOPTED

Original Adopted Date: August 2023 | Last Reviewed Date: July 16, 2024 | Last Revised Date: August 20, 2024

Entities Boycotting Israel

For all contracts the District enters into after July 1, 2021 to acquire or dispose of services, supplies, information technology, or construction:

1. For greater than \$100,000; and
2. With a company that employs ten or more people

the District shall include the following written certification in such contract:

"Section 67-2346, Idaho Code, prohibits the Dietrich School District from contracting with any company (of more than ten employees) that engages in a boycott of Israel. Per Section 67-2346, such a boycott means 'engaging in refusals to deal, terminating business activities, or other actions that are intended to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the state of Israel or territories under its control, or persons or entities doing business in the state of Israel or territories under its control.' By entering into this agreement, we acknowledge that we do not currently engage in – and will not engage in during the duration of this contract – a boycott against the State of Israel or its territories."

Entities Owned or Operated by the Government of China

Any contract the District enters into after July 1, 2023, for any services, supplies, information technology, or construction, shall include the following written certification:

"Section 67-2359, Idaho Code, prohibits the Dietrich School District from contracting with any company unless it certifies that it is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract. By entering into this agreement, we affirm this company is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract."

Entities Boycotting Supporters of Specified Industries

For all contracts the District enters into for goods and services after July 1, 2024:

1. For greater than \$100,000; and
2. With a company that employs ten or more people

the District shall include the following written certification in such contract:

"Section 67-2347A, Idaho Code, prohibits the {{District_Name}} from contracting with any company (of more than ten employees) that engages in a boycott of any individual or company because the individual or company:

1. Engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or
2. Engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in section 18-3302(2)(d), Idaho Code.

Per Section 67-2346, such a boycott means 'without a reasonable business purpose, refusing to deal with an individual or organization, terminating business with an individual or organization, or taking another action that is intended to penalize, inflict economic harm on, or limit commercial relations with an individual or organization because the individual or organization:

1. Engages in a particular business sector;
2. Engages in a particular business sector and does not commit or pledge to meet standards beyond applicable federal and state law; or
3. Does business with an individual or organization that engages in a particular business sector.'

By entering into this agreement, we acknowledge that we do not currently engage in – and will not engage in during the duration of this contract – a boycott of the individuals or companies listed above."

This requirement shall not apply if:

1. The District Board of Trustees determines that these requirements are inconsistent with their constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.
2. The Board determines that these requirements would be, with respect to a specific contract, contrary to the District's business needs and would prevent the District from fulfilling its legal duties or obligations.

Contracts in Violation

If the District has entered or enters into a contract that does not include the required certifications subsequent to the applicable deadlines above, the District has a period of 90 days from discovery of this status to obtain the required certification. If the District fails to obtain such certification within the 90 day period, as a matter of law the contract is declared void.

For all contracts entered into by the District prior to the applicable deadlines above that do not contain the required certifications, the District shall not renew such contract without inclusion of the required certifications.

Legal References

IC § 67-2346

Description

Anti-Boycott Against Israel Act

IC § 67-2347A

Prohibition on Contracts with Companies Boycotting
Certain Sectors

IC § 67-2359

Contract With a Company Owned by the Government of
China Prohibited