

**Dietrich School District #314**  
**Regular School Board Meeting**  
**July 21, 2022**  
**7:30 p.m. Conference Room**  
**Agenda**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) [Oath of office new board trustee](#)
- 4) [Code of Ethics](#)
- 4) Consent Calendar **Action**
  - A. [Approval of Minutes June 17](#)
  - B. [Approval of Accounts Payable](#)
  - C. [Approval of Student Body Balance Sheet](#)
- 5) [Superintendent Report](#)
  - A. Class Schedule
  - B. Staff Handbook
  - C. Upcoming Dates
  - D. [Athletic Report](#)
  - E. [Maintenance Report](#)
- 6) Finance
  - A. [21-22 Revised Budget Action](#)
- 7) Board Business
  - A. Information Items:
    1. [Lunch Fees Action Action](#)
      - a. [Participation Rate](#)
    2. [Esser Funds / 5 year Plan Action](#)
    3. [Reading Curriculum](#)
    4. [Volleyball Uniforms Action](#)
    5. [Basketball Uniforms Action](#)
    6. [Work Release Program Action](#)
    7. [IHSAA Passes Action](#)
    8. Certified Teachers Sign on Bonus
    9. [Football Camp Action](#)
    10. [Staff Handbook](#)
    11. [ISBA Resolution Classified funding Action](#)
- 8) **Unscheduled Delegations/Patron Input**
- 9) **Action Item: Executive Session as per code 74-206 (1) subsections (b):**

(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;
- 10) [Personnel Action](#)
- 11) **Policy**
  - A. Information Items:
    1. Policy Revisions/Updates [2100](#) , [9400](#), [2310](#), [2520,3255,5402](#) [5430,5450](#), [7215,7305](#) **Action**
    2. **1st Reading** [2470](#) , [2470 E](#), [2470P](#)
- 12) **Future Agenda Items**
  - A. Regular Meeting August 19, 2021, at 7:30 PM.
  - B. Board Training Schedule dates
- 13) **Adjournment Action**

**Mission and Vision**

***MISSION STATEMENT:***

WE EXIST TO EDUCATE,  
EMPOWER, AND PREPARE  
STUDENTS FOR A  
PRODUCTIVE LIFE.

***OUR 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.

## **Dietrich School District**

### **BOARD OF TRUSTEES**

**1120P**

#### Oath of Office

An oath of office is required to be administered to each School Board Trustee, whether elected, re-elected, or appointed. Before any Trustee, elected or appointed, enters upon the duties of his or her office, he or she must take the following oath:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Trustee of the Dietrich School District #314 according to the best of my ability.

The oath is required to be administered by the clerk or by a Trustee. Additionally, the records of the District are required to show that such oath of office has been taken and by whom the oath was administered. Finally, this information is required to be filed with the official records of the District.

A Trustee holds office from January 1 following their election in November until January 1 in the year in which his or her term of office expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;
4. Is no longer 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 without an acceptable excuse to the Board of Trustees; or
7. Is recalled and discharged from office.

If the Trustee is appointed, the oath of office must be administered at a regular board meeting. When appointed, he or she holds office from the time he or she takes the oath of office until January 1 in the year in which the original term of office to which he or she was appointed expires, unless he or she:

1. Dies;
2. Resigns as Trustee;
3. Removes him or herself from the trustee zone of residence;

4. Is no longer 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 without an acceptable excuse to the Board; or
7. Is recalled and discharged from office.

Procedure History

Promulgated on: July 2018

Revised on: July 2020

Reviewed on:

## Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

*As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:*

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;

Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policy History:

Adopted on: May 2014

Revised on:

Reviewed on: July 2021

**Dietrich School District #314  
Board of Trustees Board Meeting and  
Budget Hearing  
June 16, 2022**

**DRAFT**

The meeting was called to order at 7:45 p.m. by Vice Chairman Ben Hoskisson and opened with the Pledge of Allegiance and the reading of our Mission and Vision Statements. The Board Members present were Rick Bingham and Perry Van Tassell by phone. Superintendent Stefanie Shaw joined via Zoom. Business Manager Dalonna Hurd, CNP Director Shania Quiroga and Dean of Students Brody Astle were also in attendance. Mindy Robertson and Collette Robertson were also present.

**Appointment of Temporary Board Clerk**

Vice Chairman Hoskisson asked for a motion to appoint a temporary Board Clerk due to the absence of Lynn Nebeker. Rick Bingham made a motion to appoint Dalonna Hurd as temporary Board Clerk. Ben Hoskisson seconded the motion. Vote was unanimous in favor of the motion.

**Agenda Approval**

Rick Bingham made a motion to approve the agenda. Ben Hoskisson seconded the motion. The vote was unanimous in favor of the motion.

**Consent Agenda**

Rick Bingham made a motion to approve the consent agenda. Ben Hoskisson seconded the motion. The vote was unanimous in favor of the motion.

**Superintendent Report**

Presented as read

**Budget Hearing**

Business Manager Dalonna Hurd presented the 2022-2023 budget as published. Rick Bingham made a motion to approve the budget as presented. Perry Van Tassell seconded the motion. Vote was unanimous in favor of the motion.

**Lunch Fee Increase**

Tabled until next meeting

**Board Business**

**Appointment of Zone 2 Trustee** – Rick Bingham made a motion to appoint Valerie Varadi to fill the vacant Zone 2 trustee seat. Ben Hoskisson seconded the motion. Vote was unanimous in favor of the motion.

**Disposal of Property** – Rick Bingham made a motion to dispose of the excess property as listed by the best means possible. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

**ESSER Funds – Savvas Workbooks** - Rick Bingham made a motion to purchase the Savvas Workbooks. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

**Work Release program** – will be reviewed a second time at the next meeting.

**Athletic Co-Op** – Rick Bingham made a motion to approve the Football Athletic Co-op with Richfield as outlined on the form presented. Perry Van Tassell seconded the motion. Vote was unanimous in favor.

**Personnel** – Rick Bingham made a motion to approve personnel. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

**The next regular Board of Trustees meeting is scheduled for Thursday, July, 21, 2022 at 7:30 PM.**

**Adjourn**

Having reached the end of the agenda, Vice Chairman Hoskisson adjourned the meeting at 8:08 PM.

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-07/31/22; ALL FUNDS; BANK CD: 1)									
VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
000002	100-681420-005-000-0	000000	07/18/22	005417	240004	2021-2022 Diesel Fuel	1	07-2022	2,193.56
000002	100-661330-004-000-0	000000	07/18/22	005417	240004	2021-2022 Propane - Gym	1	07-2022	671.79
000002	100-661330-004-000-0	000000	07/18/22	005417	240004	2021-2022 Propane - Main	1	07-2022	1.06
	**SUB-TOTAL: Valley Wide Cooperative								2,866.41
000003	100-664410-000-000-0	000000	06/30/22	005816	11925	Paint Supplies for lunchroom area	1	06-2022	71.12
	**SUB-TOTAL: G&H Ace Hardware								71.12
000005	100-661350-000-000-0	000000	06/30/22	005373	208-886-9891744B	2021-2022 Fax Line	1	06-2022	109.68
	**SUB-TOTAL: CenturyLink								109.68
000007	100-661330-002-000-0	000000	07/18/22	005838	9	2022-2023 Gym & Public	1	07-2022	212.25
000007	100-661330-002-000-0	000000	07/18/22	005838	57	2022-2023 IRRIGATION	1	07-2022	59.74
000007	100-661330-002-000-0	000000	07/18/22	005838	3	2022-2023 Bus Barn	1	07-2022	69.27
000007	100-211000-000-000-0	000000	07/18/22	005838	60	2022-2023 S Duplex 447 N Park	1	07-2022	75.75
000007	100-211000-000-000-0	000000	07/18/22	005838	61	2022-2023 N Duplex 463 N Park	1	07-2022	92.34
000007	100-211000-000-000-0	000000	07/18/22	005838	59	2022-2023 Gray Corner House 431 N	1	07-2022	69.54
	**SUB-TOTAL: City of Dietrich								578.89
000013	100-663580-000-000-0	000000	06/30/22	005772	274032	South Duplex - Drywall, paint, car	1	06-2022	216.55
000013	100-663580-000-000-0	000000	06/30/22	005772	8513097	South Duplex - Drywall, paint, car	1	06-2022	105.43
000013	100-663580-000-000-0	000000	06/30/22	005772	6021314	South Duplex - Drywall, paint, car	1	06-2022	29.70
000013	100-663580-000-000-0	000000	06/30/22	005772	524806	South Duplex - Drywall, paint, car	1	06-2022	33.36
000013	100-663580-000-000-0	000000	06/30/22	005804	2070673	Fence posts and clips, housing	1	06-2022	177.05
	**SUB-TOTAL: Home Depot								562.09
000016	290-710450-000-000-0	000000	07/18/22	005837	120613349	2022-2023 Food Supplies/Milk	1	07-2022	35.63
000016	290-710450-000-000-0	000000	07/18/22	005398	120613092	2021-2022 Food Supplies/milk	1	07-2022	87.59
	**SUB-TOTAL: Meadow Gold Dairies, Inc								123.22
000018	290-710450-000-000-0	000000	06/30/22	005396	3161095	2021-2022 Food Supplies	1	06-2022	792.60
000018	290-710450-000-000-0	000000	06/30/22	005396	3161940	2021-2022 Food Supplies	1	06-2022	39.50
000018	290-710450-000-000-0	000000	06/30/22	005396	3161097	2021-2022 Food Supplies	1	06-2022	51.74
	**SUB-TOTAL: Northwest Distribution								883.84
000020	100-661330-001-000-0	000000	06/30/22	005407	2200570063	210 4th St - GYM	1	06-2022	1,701.82
000020	100-661330-001-000-0	000000	06/30/22	005407	2204390450	406 N Park St - SHOP	1	06-2022	13.32
000020	100-661330-001-000-0	000000	06/30/22	005407	2205403773	524 N Park St - AG BUILDING	1	06-2022	263.32
000020	100-661330-001-000-0	000000	06/30/22	005407	2208056844	602 N Park St - Football Lights	1	06-2022	6.21
000020	100-681330-001-000-0	000000	06/30/22	005407	22086332246	22 E 1st St - Busbarn	1	06-2022	40.74
000020	100-663580-000-000-0	000000	06/30/22	005407	2226403737	447 N Park St - South Duplex	1	06-2022	51.60
	**SUB-TOTAL: Idaho Power								2,077.01
000023	100-512470-011-000-0	000000	07/12/22	005827	INV5253191	Accelerated Reader Subscription	1	07-2022	1,257.00
000023	100-515440-015-000-0	000000	07/12/22	005827	INV5253191	Accelerated Reader Subscription/An	1	07-2022	1,257.00
	**SUB-TOTAL: Renaissance Learning Inc.								2,514.00
000034	100-211000-000-000-0	000000	07/18/22	005874	Q2 2022	Q2- SB Sales tax	1	07-2022	231.26
000034	290-710490-000-000-0	000000	07/18/22	005874	Q2 2022	CNP Sales - Q2 Sales Tax	1	07-2022	7.36
000034	290-710490-000-000-0	000000	07/18/22	005874	Q2 2022	Q2 - CNP Adult Meals Sales Tax	1	07-2022	56.76
	**SUB-TOTAL: Idaho State Tax Commission								295.38
000036	290-710450-000-000-0	000000	06/30/22	005818	32501	Milk gallons	1	06-2022	4.42
000036	290-710450-000-000-0	000000	06/30/22	005818	98947	Milk gallons	1	06-2022	3.38CF
	**SUB-TOTAL: Shaw L & L Merc								1.04
000040	100-631355-000-000-0	000000	06/30/22	005826	128248	Budget Publication	1	06-2022	126.86
	**SUB-TOTAL: Times News								126.86
000043	100-632270-000-000-0	000000	07/18/22	005878	26437469	2022-2023 Installment Premium	1	07-2022	10,000.00
000043	100-681270-000-000-0	000000	07/18/22	005878	26437469	Transportation Work Comp Installme	1	07-2022	1,625.00
	**SUB-TOTAL: Idaho State Insurance Fund								11,625.00
000045	100-631390-000-000-0	000000	07/12/22	005824	1871	ISBA Annual Membership	1	07-2022	1,582.74
	**SUB-TOTAL: Idaho School Board Association								1,582.74
000057	261-621310-000-000-0	000000	07/18/22	005684	314227-1	IDLA Spring 22 FLex A Student cour	1	07-2022	75.00
000057	257-521300-000-000-0	000000	07/18/22	005872	22-0144	June Presence Learning Services 19	1	07-2022	3,708.28
	**SUB-TOTAL: Idaho Digital Learning Academy								3,783.28
000065	100-661330-003-000-0	000000	07/18/22	005835	149654	2022-2023 Garbage Removal Service	1	07-2022	100.00
	**SUB-TOTAL: Timberline Trash LLC								100.00
000070	100-681350-000-000-0	000000	07/18/22	005370	9909900078	2021-2022 East Route Cell Phone	1	07-2022	52.36
000070	100-681350-000-000-0	000000	07/18/22	005370	9909900078	2021-2022 West Route Cell Phone	1	07-2022	52.36
000070	100-641350-000-000-0	000000	07/18/22	005370	9909900078	2021-2022 Principal Cell	1	07-2022	51.64
000070	100-632350-000-000-0	000000	07/18/22	005370	9909900078	2021-2022 Superintendent Cell	1	07-2022	51.64
	**SUB-TOTAL: Verizon Wireless								208.00
000079	100-681320-000-000-0	000000	06/30/22	005797	78648397	Annual Inspection - Bus 20	1	06-2022	542.80
000079	100-681320-000-000-0	000000	06/30/22	005796	78648422	Annual Inspection- Bus 16	1	06-2022	542.80
000079	100-681320-000-000-0	000000	07/18/22	005795	78648629	Annual Inspection - Bus 108	1	07-2022	700.00
000079	100-681320-000-000-0	000000	07/18/22	005795	78648629	Rear Drive Axle Brakes and Rotors	1	07-2022	3,665.92
	**SUB-TOTAL: Premier Truck Group								5,451.52
000080	100-651460-000-000-0	000000	07/12/22	005825	19441	Budget Manager Update Annual Fee	1	07-2022	625.00
	**SUB-TOTAL: 2M Data Systems								625.00
000083	100-531390-000-000-0	000000	07/12/22	005831	22-23 MEMBERSHIP	Sports Activity Fees	1	07-2022	300.00
000083	100-531390-000-000-0	000000	07/12/22	005831	22-23 MEMBERSHIP	Annual Membership Dues	1	07-2022	150.00





VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
099406	290-710450-000-000-0	000000	06/30/22	005325	9854282	21-22 Produce	1	06-2022	85.00
	**SUB-TOTAL: Charlie's Produce								85.00
099416	290-710410-000-000-0	000000	06/30/22	005809	14041012	Motak 2-door Reach In Freezer	1	06-2022	2,874.00
	**SUB-TOTAL: KaTom Restaurant Supply, Inc.								2,874.00
099434	290-710450-000-000-0	000000	07/18/22	005391	240072226	21-22 Food Supplies	1	07-2022	185.93
	**SUB-TOTAL: Sysco Idaho, Inc								185.93
099471	100-641410-000-000-0	000000	07/12/22	005830	INV-222353	Report Card Plug In Annual Fee	1	07-2022	450.00
	**SUB-TOTAL: Marcia Brenner Associates								450.00
099495	100-656110-000-000-0	000000	06/30/22	005663	1042	2021-2022 IT Services Contract	1	06-2022	1,000.00
	**SUB-TOTAL: Van Kleeck, LLC								1,000.00
099502	234-515320-000-000-0	000000	07/12/22	005822	10870	50% Deposit for repair work	1	07-2022	65,678.90
	**SUB-TOTAL: Elite Restoration								65,678.90
***GRAND TOTAL - VENDOR COUNT: 47									123,353.26

**Dietrich Student Body**  
**Balance Sheet**  
 As of July 1, 2022

	Jul 1, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
D.L. Evans Bank	96,984.82
<b>Total Checking/Savings</b>	96,984.82
<b>Accounts Receivable</b>	
Accounts Receivable	5,804.90
<b>Total Accounts Receivable</b>	5,804.90
<b>Other Current Assets</b>	
Inventory Asset	62.00
Undeposited Funds	439.61
<b>Total Other Current Assets</b>	501.61
<b>Total Current Assets</b>	103,291.33
<b>TOTAL ASSETS</b>	<b>103,291.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-1,480.05
<b>Total Accounts Payable</b>	-1,480.05
<b>Credit Cards</b>	
Shania's SB CC	369.82
<b>Total Credit Cards</b>	369.82
<b>Total Current Liabilities</b>	-1,110.23
<b>Total Liabilities</b>	-1,110.23
<b>Equity</b>	
Sawtooth Conference	8,063.40
Sales Tax	-3.91
<b>Scholarships</b>	
Volunteer Scholarship	1,000.00
Scholarship-Community	2,571.71
Scholarship-David Sorensen	5,125.00
Scholarship-Staff	6,141.26
Scholarships - Other	-320.00
<b>Total Scholarships</b>	14,517.97
<b>Student Body Balance</b>	
Club Dungeons & Dragons	17.93
Secondary Social Studies	138.65
SunShine Committee	330.13
Class of 2027	769.22
00-Ramburg	38.15
01-M. Heimerdinger	620.81
02-Chapman	161.40
03-Stowell	302.20
04-Hollibaugh	1,030.33
05-Astle	589.85
06-Norman	408.44
Athletics	
NFHS Kickback	134.45

**Dietrich Student Body  
 Balance Sheet  
 As of July 1, 2022**

	Jul 1, 22
<b>Activity Cards</b>	
Adult/Senior Pass	1,432.49
Family Pass	4,996.25
Activity Cards - Other	21,782.58
<b>Total Activity Cards</b>	28,211.32
<b>Gates</b>	13,114.01
<b>Ice Cream</b>	1,937.19
<b>Officials</b>	
Official Contract Fee	-15,821.46
<b>Total Officials</b>	-15,821.46
<b>Student Sport Fees</b>	
Shooter Shirt- GBB/BBB	572.25
BBB	6,479.00
Cheer	1,083.59
FB	11,106.91
GBB	5,399.89
Track	7,502.71
VB	7,431.00
XC	626.00
<b>Total Student Sport Fees</b>	40,201.35
<b>Athletics - Other</b>	-43,208.11
<b>Total Athletics</b>	24,568.75
<b>Auto Collision</b>	
Class Projects	471.61
Nova Project	1,296.29
Auto Collision - Other	-71.78
<b>Total Auto Collision</b>	1,696.12
<b>Box Tops/Field trips</b>	894.38
<b>Class of 2017</b>	472.84
<b>Class of 2018</b>	407.65
<b>Class of 2019</b>	286.97
<b>Class of 2020</b>	2.42
<b>Class of 2021</b>	411.92
<b>Class of 2022</b>	722.80
<b>Class of 2023</b>	715.26
<b>Class of 2024</b>	368.84
<b>Class of 2025</b>	440.85
<b>Class of 2026</b>	808.61
<b>Club BPA</b>	173.15
<b>Club FFA</b>	
Club FFA Fundraising	672.89
Club FFA - Other	-507.05
<b>Total Club FFA</b>	165.84
<b>Club Music</b>	4,004.64
<b>Concessions</b>	4,041.86
<b>Elementary Field Trips</b>	53.84
<b>General Student Body</b>	197.20
<b>In/Out</b>	375.17
<b>Library</b>	53.16
<b>Robotics</b>	457.88
<b>Ski/Skate/ Wahooz</b>	11.70
<b>SPED</b>	165.70
<b>Student Council</b>	752.01

11:04 AM

07/13/22

Accrual Basis

**Dietrich Student Body**

**Balance Sheet**

As of July 1, 2022

	<u>Jul 1, 22</u>
<b>Team Accounts</b>	
Team BBB	5,512.06
Team Cheer	2,013.19
Team FB	3,235.89
Team GBB	4,872.13
Team Track	550.61
Team VB	7,723.42
Team XC	1,164.85
<b>Total Team Accounts</b>	<u>25,072.15</u>
<b>Yearbook</b>	<u>9,623.91</u>
<b>Total Student Body Balance</b>	81,352.73
<b>Tournament/ All Sports</b>	623.53
<b>Unrestricted Net Assets</b>	-183.58
<b>YEA</b>	31.42
<b>Total Equity</b>	<u>104,401.56</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>103,291.33</u></u>



# Superintendent Report

## Dietrich Schools

Perseverance, Integrity, and Respect



July, 2022

### UPCOMING DATES

July 21 Board meeting

Aug 1-2 Registration

Aug 3-4 IASA Conference

Aug 15-18 Teacher Inservice

Aug 18 Open House

Aug 18 School Board Meeting

Aug 22 First day of School

## Class Schedule

I have spent much of the last month working on the class schedule. Not having teachers hired makes it really difficult to complete the class schedule. I have done what I can to this point. It has been emailed to staff and I have received some feedback on it. I have changed up some junior high classes to go back to splitting them up when they are in the wood shop so that it is more manageable for Mr Dill. I also have added middle school ag class back in as well to help Mrs Stagg build up the ag program. I am hoping after interviews today I will be able to finalize at least a few more teachers and just have business to worry about. I do have a plan there if we do not get a business teacher in order to get our required classes covered.

## Staff Handbook

In addition to working on class schedules, I have spent quite a bit of time updating the staff handbook. It will be discussed later in the agenda. I have added several of the forms that we ask teachers to fill out throughout the year. Request for Professional Development, Leave form, etc. I also added some areas that were not in there such as how to put maintenance or technology requests in, log entries, updated dress code policy etc. I plan to print the handbook out. I have always sent it electronically. However, given some of the changes I have asked teachers to make regarding online work I decided I needed to do some of the same.

Athletic Update: Start dates for fall sports are almost here. Practice can start August 8th, and I believe all teams plan on starting that day. Both the high school volleyball and football teams will be competing in jamborees the week before school starts, and official competitions start the opening week of school.

All athletic paperwork will be handed out at registration the first week of August, and all students must complete said paperwork prior to starting practice.

At the time of writing, we are still looking for a junior high volleyball and football coach. We have received applications for volleyball and will be interviewing and recommending a coach prior to the board meeting. We have not received any applications for junior high football, but I am willing to serve in the position if we do not receive any interest before the season starts.

We once again anticipate successful seasons from all of our sports teams competing in the fall and are looking forward to getting the season started.

We have had an ongoing issue this summer with students trying to use the athletic facilities without proper supervision. At times they have been supervised, but on multiple occasions they have not. This is an issue that I will discuss with coaches, as some of them are the ones granting students access to their keys.



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# Maintenance Report

July 2022

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## Bus Expenses

Bus 108 - Brake Pads and Rotors with Annual Inspection \$4365.92 (invoiced)

Bus 20 and Bus 16 - Annual Inspections \$542.80 each (invoiced)

Bus # 12 - Oil Pressure Switch - \$1020.50 (invoiced)

Bus 2000 - EST - \$2649.28

Bus 16 - EST - \$3273.89

Annual inspections were almost double what we budgeted for and what was quoted.

Based on the above estimates and invoices we are already at 11,000 of our 15,000 budget for the year. This is very concerning with it being the middle of July.

## Old Ag Shop

Maintenance staff has been working on cleaning out all the stuff out of the old Ag shop. We will move the wood shop into that space. It is a much safer space for the amount of kids that Mr Dill teaches each semester.

## Custodial

Due to the construction in the halls and the science room maintenance staff will not be able to start cleaning carpets and waxing floors until the second week of August. Ryan will have an update on construction at the board meeting.

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**SUMMARY STATEMENT 2021 - 2022 SCHOOL BUDGET  
ALL FUNDS  
DIETRICH SCHOOL DIST #314**

**GENERAL M & O FUND**

Budget Line	REVENUES	ALL OTHER FUNDS			
		Prior Year Actual 2019-2020	Prior Year Actual 2020-2021	Current Budget 2021-2022	Amended Budget 2021-2022
#01	Beginning Balances	889,491CR	889,491CR	132,000CR	132,000CR
#39	Local Revenue	52,657CR	33,759CR	63,918CR	63,918CR
#41	County Revenue	0	0	0	0
#55	State Revenue	1,828,110CR	1,904,209CR	1,911,556CR	1,911,556CR
#68	Federal Revenue	0	0	0	0
#72	Other Sources	15,000CR	0	0	0
#76	Transfers	0	0	0	0
	<b>TOTALS ***</b>	<b>2,785,258CR</b>	<b>2,827,459CR</b>	<b>2,107,474CR</b>	<b>2,107,474CR</b>

**GENERAL M & O FUND**

**ALL OTHER FUNDS**

Budget Line	EXPENDITURES	ALL OTHER FUNDS			
		Prior Year Actual 2019-2020	Prior Year Actual 2020-2021	Current Budget 2021-2022	Amended Budget 2021-2022
#60	Salaries	1,173,383	1,159,711	1,178,243	1,182,903
#60	Benefits	370,785	380,022	423,983	423,383
#60	Purchased Services	159,829	171,638	201,743	201,698
#60	Supplies & Materials	99,279	113,361	145,192	146,077
#60	Capital Outlay	7,553	21,124	19,300	24,400
#60	Debt Retirement	0	0	0	0
#60	Insurance & Judgments	30,645	32,177	30,645	30,645
#60	Transfers	0	23,367	23,367	23,367
#62	Contingency Reserve	0	0	85,000	75,000
#73	Unappropriated Balances	943,784	928,059	1	1
	<b>TOTALS ***</b>	<b>2,785,258</b>	<b>2,827,459</b>	<b>2,107,474</b>	<b>2,107,474</b>

\* All transfers-in and transfers-out should net to zero.

\*\*\* RETURN THIS PAGE TO THE STATE DEPARTMENT OF EDUCATION \*\*\*

*Amended to add ESSER III Funds to budget that were not available when budget was originally adopted.*

\*

Tentative Paid Lunch Reimbursement			
Month	19-20 Paid Lunch Count	19-20 Reimburse. Per Paid Student .33	Total F/R/P Lunch Reimburs.
Aug.	270	\$91.80	\$1,554.02
Sept.	1,065	\$362.10	\$7,800.65
October	1,322	\$449.48	\$8,281.97
Nov.	1,088	\$369.92	\$6,469.90
Dec.	774	\$263.16	\$7,725.25
Jan.	1,026	\$348.84	\$6,604.55
Feb.	963	\$327.42	\$6,478.97
Mar.	582	\$197.88	\$4,276.60
Apr.			\$11,546.96
May.			\$4,835.36
Total Reimbursement of 19-20 SY			\$65,574.23

\* These numbers are based on our reimbursement to the state. The program used to count meals was a different program and I am unable to find the numbers in past CNP files.

Approx. 30 Day Application Carry-over	
Free	88
Reduced	27
Paid	72

\*State has approved to carry-over SY 19-20 Applications for 30 days into SY 22-23.

Average Number of Students Covid Year 21-22			
Month	21-22 Lunch Count	Average Student Part. per Day	Total Lunch Reimb.
Aug.	936 (76%)	156	\$4,041.18
Sept.	2,688 (82%)	158	\$10,668.54
October	2,447 (75%)	152.94	\$10,564.92
Nov.	2,444 (75%)	152.75	\$10,551.97
Dec.	1,548 (76%)	154.8	\$6,683.49
Jan.	1,965 (68%)	140.36	\$8,965.31
Feb.	2,308 (70%)	144.25	\$10,530.25
Mar.	2,190 (71%)	146	\$9,991.87
Apr.	2,456 (75%)	153.5	\$11,205.50
May.	2,321 (71%)	145.06	\$10,589.56
Total Reimbursement of 21-22 SY			\$93,792.59

# DIETRICH SCHOOL DISTRICT NO. 314

*Home of the Blue Devils*  
*Perseverance, Integrity, Respect*

Administration

*Stefanie Shaw, Superintendent*  
*Dalonna Hurd, Business Manager*



*Shania Quiroga, Child Nutrition*  
*Jalyn Shaw, Building Secretary*

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## Child Nutrition Price Increases

Dietrich School Board:

Right before school started in August, the state raised the minimum adult Lunch pricing to \$4.35 and the minimum Adult breakfast to \$2.45. Being in the height of the pandemic and everyone having tough times I chose to leave pricing the same for the 2021-2022 school year. In the coming year we will be going back to free and reduced lunches.

When we go back to free and reduced we will no longer be getting a \$4.50 reimbursement from the state for every student that eats a meal. Instead we will be receiving approximately \$3.68 per Student on Free Lunch, \$3.28 per student on Reduced Lunch, and .37 per Paid Student. This will be on average a little over \$7,000 monthly reimbursement difference from years we have operated Universal Free Meals. According to USDA code [§ 210.19\(e\)](#) we must raise student prices 10-20 cents a year until we meet state minimum pricing.

We must also raise Adult pricing because non-program adult meals **CANNOT** be paid for with Federal funds. We must charge the adults an amount that covers, cost of food, labor, sales tax, value of USDA foods, utilities, and indirect costs. This is also mentioned in district policy 8220. We have no control over what the state sets as minimum adult pricing. Failure to raise adult prices to the minimum state requirement could result in being deemed out of compliance with USDA policy [7 CFR 214\(f\)\(2\)](#). Failure to do it will result in a corrective action to raise them anyway.

The lunch prices are calculated by a weighted average to be a minimum of 10 cents. We can distribute the ten cents (or twenty for two prices) however we feel is fair.

Below you will find my current and proposed prices for the upcoming school year:

	CURRENT PRICE	PROPOSED INCREASE
ADULT LUNCH PRICING	\$4.00	\$4.35
HIGH SCHOOL LUNCH PRICING	\$2.40	\$2.45
ELEMENTARY STUDENT LUNCH PRICING	\$2.00	\$2.05
ADULT BREAKFAST	\$2.00	\$2.45
LARGE SALAD (ALA CARTE)	\$2.00	\$2.05
LARGE SALAD W/ MAIN ENTRÉE (ALA CARTE)	\$2.35	\$2.40
2 <sup>ND</sup> MILK (ALA CARTE)	\$.35 (Current Breaking Even)	\$.40

Sincerely,

Shania Quiroga  
Child Nutrition Director

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## IHSAA Passes List

—

Stefanie Shaw

Brody Astle

Rick Astle

Charley Astle

Wayne Dill

Dixie Dill

Denise Hanson

Rick Bingham

Ben Hoskisson

Valerie Varadi

Janet Towne

Kolton Hubert

Kathleen Novotny

Will need JV Girls Basketball , Cheerleading and Band. These are ones we may have to order later once I know who is doing them. Band was up in the air based on stipend.

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# Reading Curriculum

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I have decided that it is better to get staff input and put a committee together including a parent if we are going to add a new reading curriculum. Especially with the new requirement for adding curriculum in this month's policies. We do have quite a bit of curriculum and the reading teacher has some ideas to help supplement for this year. That will give us time to really research and get the best curriculum for the needs of our students.

---

FRONT



BACK



FRONT



BACK



15 uniforms

Approx. 1100.00

will use funds from GBB  
Account

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# Work Release Program

I have done quite a bit of research on how many schools are implementing a work release program. We have two options that I feel would work in our district. The first option is that we just have an application that students and parents would need to fill out releasing them from being at school. There would be requirements that they would need to meet such as being on track to graduate, GPA, approved work program, etc. They would not receive a credit as we would just be releasing them from school to go to work.

The second option which is my recommendation would be where we can give them a credit for being in a work environment related to a career they are interested in going into. This would need to be run by a CTE program such as Business or AG. I am thinking if we did it under business then Mr. Astle or new teacher could oversee this program. Students would need to submit to us a work application. If one is not needed by their employer we would have one for them to fill out as part of the class. They would also need to fill out a biweekly or monthly time card depending on how they are paid and have their employer sign off on that. They would also need to keep a log of activities or duties signed by their supervisor that they do on a daily basis that would be turned in once a month to staff member over this class.

In order to receive the credit they would need to complete 225 minutes per week in order to receive a credit for the course as this is what we require from our courses. I would deduct 10 hours from the total for the semester as per our policy allowing students to miss 10 days per class. For Semester 1, which is 17 weeks, would be 64 hours. Semester 2, which is 18 weeks, would be 66 hours. They would need to work and record these hours and turn into the staff member overseeing the work study program. For their final for this class they would need to write a 2 page paper on what they learned from their experience at this job and if they plan to pursue a career in this profession why or why not. If this is done through the CTE program we currently have. It can be transcribed on their transcript as a credit and counts as a course we offer in our programs for CTE funding.

My recommendation is the second option but we can do a combination of both.

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Aug 15<sup>th</sup> - 17<sup>th</sup> Football Camp  
At Astle Farms

Aug 15<sup>th</sup> 8:00 AM Leave School

8:15 - 9:30 Set up Camp

10:00 - 11:30 Practice

12:00 - 1:30 Lunch

2:00 - 3:00 Practice

3:00 - 5:45 Leisure Time

6:00 - 7:30 Dinner

7:30 - 9:00 Practice

9:00 - 10:00 pm Showers

10:30 pm Lights Out

Aug 16<sup>th</sup>

7:30 AM Jogging

8:00 - 9:00 Breakfast

10:00 - 11:30 Practice

12:00 - 1:00 Lunch

2:00 - 4:00 Service Project

4:00 - 5:30 Leisure Time

6:00 - 7:00 Dinner

7:30 - 9:00 Practice

9:00 - 10:00 Clean up

10:30 Lights Out

Aug 17th

8:00 A.M. Breakfast

9:00 A.M. Practice

12:00 to 1:00 pm Clean up camp

1:30 pm Arrive back at school

# DIETRICH SCHOOL DISTRICT STAFF HANDBOOK

2022-2023



# Dietrich School District #314

## 2022-2023 School Event Calendar

July 2022							July							January 2023							January													
Su	M	Tu	W	Th	F	Sa	4	Independence day						Su	M	Tu	W	Th	F	Sa	1	New Year's Day												
3	4	5	6	7	8	9											2	Winter Break																
10	11	12	13	14	15	16											3	2nd Semester Begins																
17	18	19	20	21	22	23											16	Martin Luther King Jr. Day																
24	25	26	27	28	29	30											20	All staff Inservice Day																
31																																		
August 2022							August							February 2023							February													
Su	M	Tu	W	Th	F	Sa	1-2	Student Registration						Su	M	Tu	W	Th	F	Sa	10	Teacher Inservice												
1	2	3	4	5	6		15-17	Teacher In-Service																										
7	8	9	10	11	12	13	18	All Staff Inservice Day						5	6	7	8	9	10	11														
14	15	16	17	18	19	20	18	Open House 1-4						12	13	14	15	16	17	18														
21	22	23	24	25	26	27	22	First Day of School						19	20	21	22	23	24	25														
28	29	30	31														26	27	28															
September 2022							September							March 2023							March													
Su	M	Tu	W	Th	F	Sa	5	Labor Day No School						Su	M	Tu	W	Th	F	Sa	9	3rd Qtr ends												
					1	2	3	16	Teacher Inservice Day												10	Teacher work day												
4	5	6	7	8	9	10										5	6	7	8	9	10	11	12	Daylight Saving										
11	12	13	14	15	16	17										12	13	14	15	16	17	18	15	Parent Teacher Conference										
18	19	20	21	22	23	24										19	20	21	22	23	24	25	20-23	Spring Break										
25	26	27	28	29	30											26	27	28	29	30	31													
October 2022							October							April 2023							April													
Su	M	Tu	W	Th	F	Sa	10	Columbus Day						Su	M	Tu	W	Th	F	Sa	14	Teacher Inservice												
						1	13	1st Qtr Ends																										
2	3	4	5	6	7	8	14	Teacher Work Day						2	3	4	5	6	7	8														
9	10	11	12	13	14	15	20	Parent Teacher Conference						9	10	11	12	13	14	15														
16	17	18	19	20	21	22	31	Halloween						16	17	18	19	20	21	22														
23	24	25	26	27	28	29										23	24	25	26	27	28	29												
30	31														30																			
November 2022							November							May 2023							May													
Su	M	Tu	W	Th	F	Sa	6	Daylight Saving						Su	M	Tu	W	Th	F	Sa	22	Graduation Day												
		1	2	3	4	5	11	Veterans Day												24	Last Day of School													
6	7	8	9	10	11	12	11	Teacher InService						7	8	9	10	11	12	13	25	Teacher Work Day												
13	14	15	16	17	18	19	23-24	Thanksgiving Break						14	15	16	17	18	19	20	28	Memorial Day												
20	21	22	23	24	25	26									21	22	23	24	25	26	27													
27	28	29	30												28	29	30	31																
December 2022							December							June 2023							June													
Su	M	Tu	W	Th	F	Sa	20	End of 1st semester						Su	M	Tu	W	Th	F	Sa														
					1	2	3	21	Teacher Work Day																									
4	5	6	7	8	9	10	21-31	Winter Break						4	5	6	7	8	9	10														
11	12	13	14	15	16	17									11	12	13	14	15	16	17													
18	19	20	21	22	23	24									18	19	20	21	22	23	24													
25	26	27	28	29	30	31									25	26	27	28	29	30														

Templates by Vertex42.com - <https://www.vertex42.com/calendars/>

# Secondary Bell Schedule 2022-2023

First Bell 8:03

1st Hour 8:05-9:01

Breakfast 9:01-9:10

Advisory 9:10-9:29

2nd Hour 9:31-10:27

3rd Hour 10:29-11:25

4th Hour 11:27-12:23

Lunch 12:23-12:51

5th Hour 12:53-1:49

6th Hour 1:51-2:47

7th hour 2:49-3:45

**Elementary Bell**

## **Schedule K-3 Schedule**

**Breakfast 7:50-8:10**

**Class Starts**

**8:10-10:00 Recess**

**10:00-10:15 Lunch**

**11:20-12:00**

**Class Time 12:00-2:15**

**Recess/Snack**

**2:15-2:35 School Ends**

**3:45**

## **4<sup>th</sup> - 6<sup>th</sup> Bell Schedule**

**Breakfast 7:50-8:10**

**Class 8:10-10:00**

**Recess**

**10:00-10:15 Lunch**

**11:40-12:10**

**Recess/Snack**

**2:15-2:35 School Ends**

**3:45**

## **DIETRICH SCHOOL DISTRICT #314**

**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::** Dietrich Schools exists to **educate, empower, and prepare** students for a productive life.

### **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. If a teacher needs to leave earlier than these times they will need to contact their direct supervisor and this will need to be approved by the supervisor and a plan to make up the time will be determined at that time if the supervisor determines the time should be made up.

### **Professional Standards Commission (PSC) Code of Ethics Policy 5280**

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 Idaho Code of Ethics consists of Ten (10) Principles. Below is a summary of those principles. Please refer to the complete document for details

1. **Principle I:** A professional educator abides by all federal, state, and local laws and statutes.

2. **Principle II:** A professional educator maintains a professional relationship with all students, both inside and outside the classroom.
3. **Principle III:** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.
4. **Principle IV:** A professional educator exemplifies honesty and integrity in the course of professional practice.
5. **Principle V:** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.
6. **Principle VI:** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.
7. **Principle VII:** A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.
8. **Principle VIII:** A professional educator fulfills all terms and obligations detailed in the contract with the local Board of education or education agency for the duration of the contract.
9. **Principle IX:** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.
10. **Principle X:** A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following recognized professional principles.

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

#### **01. Aspirations and Commitments.**

a. The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills, and understanding that will meet their needs now and in the future.

b. The professional educator provides an environment that is safe to the cognitive, physical, and psychological well-being of students and provides opportunities for each student to move toward the realization of his/her goals and potential as an effective citizen.

c. The professional educator, recognizing that students need role models, will act, speak, and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for others' cultures and beliefs.

d. The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encouraged.

e. The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.

f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community



encourages the practice of the profession only by qualified persons.

**02. Principle I - Professional Conduct.** A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as defined by Section 33-1208, Idaho Code

**03. Principle II - Educator/Student Relationship.** A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom. Unethical conduct includes, but is not limited to:

- a. Committing any act of child abuse, including physical or emotional abuse;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age;
- f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g. sexual innuendoes or sexual idiomatic phrases);
- g. Taking inappropriate pictures (digital, photographic, or video) of students;
- h. Inappropriate contact with any minor or any student regardless of age using electronic media
- i. Furnishing alcohol or illegal or unauthorized drugs to any student or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency; and
- j. Conduct that is detrimental to the health or welfare of students.
- k. Deliberately falsifying information presented to students.

**04. Principle III - Alcohol and Drugs Use or Possession.** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes, but is not limited to:

- a. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming illegal or unauthorized drugs;
- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and
- e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances.

**05. Principle IV - Professional Integrity.** A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to:

- a. Fraudulently altering or preparing materials for licensure or employment;
- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
- d. Failure to notify the state of past criminal convictions at the time of application for licensure;
- e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;

- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation; and,
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues.
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.

**06. Principle V - Funds and Property.** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to:

- a. Misuse, or unauthorized use, of public or school-related funds or property;
- b. Failure to account for funds collected from students or parents;
- c. Submission of fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Use of school computers for a private financial gain;
- f. Use of school computers to deliberately view or print pornography; and,
- g. Deliberate use of poor budgeting or accounting practices.

**07. Principle VI – Compensation.** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to:

- a. Unauthorized solicitation of students or parents of students to purchase equipment or supplies from the educator who will directly benefit;
- b. Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and,
- d. Soliciting, accepting, or receiving a pecuniary benefit greater than fifty dollars (\$50) as defined in Section 18-1359(b), Idaho Code.

**08. Principle VII – Confidentiality.** A professional educator complies with State and federal laws and local School Board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to:

- a. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities; and
- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.}

**09. Principle VIII - Breach of Contract or Abandonment of Employment.** A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes, but is not limited to:

- a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency;
- b. Willfully refusing to perform the services required by a contract; and,
- c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students.

**10. Principle IX – Duty to Report.** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code.

Unethical conduct includes, but is not limited to

- a. Failure to comply with Section 33-1208A, Idaho Code, (reporting requirements and immunity);
- b. Failure to comply with Section 16-1605, Idaho Code, (reporting of child abuse, abandonment, or neglect);
- c. Failure to comply with Section 33-512B, Idaho Code, (Suicidal tendencies and duty to warn); and
- d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official.

**Principle X – Professionalism.** A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes, but is not limited to:

- a. Any conduct that seriously impairs the Certificate holder’s ability to teach or perform his professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings;}
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, state, or national education association elections
- e. Willfully interfering with the free participation of colleagues in professional associations; and
- f. Taking inappropriate pictures (digital, photographic or video) of colleagues.

**01. Administrative Complaint.** A document issued by the State Department of Education outlining the specific, purported violations of Section 33-1208, Idaho Code, or the Code of Ethics for Idaho Professional Educators.

**02. Allegation.** A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code.

**03. Certificate.** A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse, or school librarian (Section 33-1201, Idaho Code).

**04. Certificate Denial.** The refusal of the state to grant a certificate for an initial or reinstatement application.

**05. Certificate Suspension.** A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Section 33-1209, Idaho Code.

**06. Complaint.** A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, place reasonable conditions on a certificate, or issuance of a letter of reprimand (Section 33-1209(1), Idaho Code). The State Department of Education may initiate a complaint.

**07. Conditional Certificate.** Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Section 33-

1209(10), Idaho Code).

**08. Contract.** Any signed agreement between the school district and a certificated educator pursuant to Section 33-513(1), Idaho Code.

**09. Conviction.** Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred or withheld.

**10. Educator.** A person who holds or applies for an Idaho Certificate (Section 33-1001(16) and Section 33-1201, Idaho Code).

**11. Education Official.** An individual identified by local school board policy, including, but not limited to, a superintendent, principal, assistant principal, or school resource officer (SRO).

**12. Ethics Committee.** A decision-making body comprised of members of the Professional Standards Commission, including the chair and/or vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a Certificate holder.

**13. Hearing.** A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.

**14. Hearing Panel.** A minimum of three (3) educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the Administrative Complaint

**15. Investigation.** The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Ethics Committee, or following review by the Ethics Committee at the request of the deputy attorney general assigned to the Department of Education.

**16. Minor.** Any individual who is under eighteen (18) years of age

**17. Not-Sufficient Grounds.** A determination by the Ethics Committee that there is not sufficient evidence to take action against an educator's certificate.

**18. Principles.** Guiding behaviors that reflect what is expected of professional educators in the state of Idaho while performing duties as educators in both the private and public sectors.

**19. Reprimand.** A written letter admonishing the Certificate holder for his conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's Certificate.

**20. Respondent.** The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators.

**21. Revocation.** The invalidation of any Certificate held by the educator.

**22. Stipulated Agreement.** A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission.

**23. Student.** Any individual enrolled in any Idaho public or private school from preschool through grade 12.

**24. Sufficient Grounds.** A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint.

### **Violations of the Code of Ethics of the Idaho Teaching Profession**

Under Idaho Code §§ 33-1208; 33-1208A and 33-1209, a violation of the Code of Ethics of the Idaho Teaching Profession may lead to a letter of reprimand, suspension, revocation, or denial of a certificate

### **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.

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.

### **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

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 employee the right to ask questions of the Board or the Administration.

### **Lesson Plan refer to policy 2110**

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. Direct supervisors will provide staff with procedure and templates for submission of weekly lesson plans. Daily lesson plans should be provided to the supervisor when they are in the classroom for formal and informal observation. Lesson Plan book should be made available to supervisor in case of need of emergency 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.

### **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 the directions of the administration, the staff member's employment could be terminated. The decision of the Superintendent is final regarding administration of this policy.

#### **Purchase Orders**

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.





Vendor	Qty.	Item #	Description	U
			<b>Grand Total :</b>	

**Requestor's Signature:** \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_

**Personal 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.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

**Complaints**

Any type of complaints that a staff or student has needs to be documented. Therefore they will need to fill out the complaint form if they would like an issue investigated by the administration. Forms are available in the office from the building secretary or are available to staff in Google docs as an electronic version. However it will need to be printed out of google docs and given to the principal with a signature.

# DIETRICH SCHOOL DISTRICT NO. 314

*Home of the Blue Devils*  
*Perseverance, Integrity, Respect*



Administration \_\_\_\_\_

*Stephanie Shaw, Superintendent*

*Anthony Monaco, K-12 Principal*

\_\_\_\_\_  
Staff/Student Filing Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
email address

\_\_\_\_\_  
Phone Number

Description of Complaint:

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Statement of Desired Outcome :

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## Support Tickets

If you have a need to have something done from maintenance or technology needs. Please go to the website and under the employee tab there should be support tickets click on the link and put the request in for the appropriate place. This makes it so we can track what your needs are and we can make sure that they are taken care of in a timely manner.

### PROFESSIONAL DEVELOPMENT REQUEST FORM

Name \_\_\_\_\_

Conference or Event Requesting to attend:

\_\_\_\_\_ Dates

of Conference: \_\_\_\_\_ Location: \_\_\_\_\_ Cost

of Registration: \_\_\_\_\_

Website to Register: \_\_\_\_\_

**OR** link sent in email \_\_\_\_\_ **OR** I have already registered \_\_\_\_\_

I will need a room: yes no Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Meals not

provided at the conference: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Transportation: I will need the school CAR SUBURBAN **OR** I will take my own car. Supervisor Initial for Mileage Reimbursement \_\_\_\_\_

*Note: Taking your own car and mileage reimbursement request must be approved by Supervisor.*

*Any special Requests:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fund \_\_\_\_\_

\*\*\*\*\*

**\* Office Use:**

Registration PO # \_\_\_\_\_

Room Reservation PO# \_\_\_\_\_ @

\_\_\_\_\_

Per Diem Check PO

School Transportation Reserved \_\_\_\_\_ or Mileage

Request Form Provided \_\_\_\_\_

S  
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o  
l

**Leave Form**

**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. First phase of the IPLP will be completed and submitted to supervisor prior to the first day of school for students.

**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 1<sup>st</sup> 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 1<sup>st</sup>. 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 1<sup>st</sup> 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.

## ***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 1<sup>st</sup>. 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.

## ***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.

### **Personal Leave Policy 5402**

Each employee may be granted, upon written request, two (2) 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 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, a certified employee may determine to be paid for his/her unused annual personal leave at the average rate of a certified substitute in our district

### **Leaves of Absence Policy 5400**

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.

#### **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 while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

#### **Accrual of Unused Sick Leave**

Employees may accrue unused sick leave with no limit. Upon retirement, an employee's accumulated

unused sick leave must be reported by the District to the public employee retirement system. New employees may transfer up to 180 days of sick leave, for retirement purposes only, providing that district participates in the same public employee retirement system as the District. New employees will accrue new sick leave, that may be used during employment as paid sick leave, at the same rate as existing employees.

### **Vacation Leave**

Twelve (12) month classified employees who work a minimum of 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 20+

18 days 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 1<sup>st</sup> 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, 4<sup>th</sup> 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 at a specific time or the need to maintain quality service at the district level.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

### **Bereavement Leave**

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) days.

### **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.

#### **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. If you need to call in sick you will need to first call or text Stefanie Shaw and let her know you are sick and wont be in the building. This helps her to be prepared for the day. Then you need to call Jalyn Shaw ASAP. Please do not rely on a text or an email. Her number is 208-731-2582. If you cant talk to 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**

A copy of the leave form is below. It can be printed from here or you can pick one up in the office. 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 end of your next day back to work.

DIETRICH SCHOOL

EMPLOYEES APPLICATION FOR ABSENCE FROM ASSIGNMENT

NAME \_\_\_\_\_

Date & Day absence will be requested \_\_\_\_\_

Will you be gone ALL DAY? \_\_\_\_\_ Will you be gone part day? \_\_\_\_\_ to \_\_\_\_\_  
(times) (times)

Mark with X periods you will be absent:

P1	P2	P3	P4	P5	P6	P7
----	----	----	----	----	----	----

My reason for absence:

\_\_\_\_\_

I am declaring this leave as:

- Jury Duty \_\_\_\_\_
- Personal Leave \_\_\_\_\_
- Professional Leave \_\_\_\_\_
- School Sponsored Activity \_\_\_\_\_
- Sick Leave \_\_\_\_\_
- Bereavement \_\_\_\_\_
- Military Leave \_\_\_\_\_
- Vacation \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Administration Signature \_\_\_\_\_

Date \_\_\_\_\_

Requested Substitute: \_\_\_\_\_

Substitute: \_\_\_\_\_

**All Employee 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:

- a. Be a contributor to the Bank
- b. Be absent from work due to illness or accident
- c. 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.

### **Certificated Staff 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 -

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 parties within thirty (30) days of that meeting. The decision of the Board will be final.

### **Recommended Practices for Use of Social Media Sites, Including Personal Sites Policy 5325P**

#### **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, 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, 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 email 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.

### **Abused and Neglected 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

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 cause 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 reports a suspected

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.

**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:

\_\_\_\_\_  
\_\_\_\_\_

Nature and extent of the child's injuries, including any evidence of previous injuries, and any

other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected:

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Previous action taken, if any: \_\_\_\_\_

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Follow-up by Local Law Enforcement/Department of Health and Welfare (copy to be completed and returned to the Superintendent/Building Principal):

Date Received: Date of Investigation:

## **Dietrich School District No. 314**

**5240**

### **PERSONNEL**

#### **Sexual Harassment/Sexual Intimidation in the Workplace**

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/Intimidation in the Workplace Policy Acknowledgment Policy 5240F**

I have read and been informed about the content and expectations of the Sexual Harassment/Intimidation in the Workplace Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

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Employee Printed Name

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Date

Employee Electronic Mail and On-Line Services Usage Policy 5330

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.

Internet access and interconnected computer systems are available to the District’s faculty. Electronic networks, including the internet, are a part of the District’s instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and internet access available, all users must take responsibility for appropriate and lawful use of this access.

The use of the District’s electronic networks shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District’s educational goals, use the internet throughout the curriculum.

Because of the unique nature of e-mail/internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail and internet usage by all employees.

The District e-mail and internet systems are provided for educational purposes only. The District’s electronic network is part of the curriculum and is not a public forum for general use.

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.

### 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

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.



**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 DSD #314. All posts and messages should be made using professional tone and good taste. Information will be updated as frequently as possible and will be in accordance with district policy, state, and federal laws regarding student and employee confidentiality

## **Dietrich School District No. 314**

**5330F**

### **PERSONNEL**

#### Employee Electronic Mail and On-Line Services Use Policy Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and On-Line Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

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Employee Signature

---

Employee Printed Name

---

Date

#### Procedures for Releasing Personnel Records to Hiring School Districts Policy 5500P

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of I. C. § 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. [Note – The District may provide records in electronic format.]

A. Pursuant to state law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:

- I. All annual evaluations;
- II. Letters of reprimand;
- III. Letters of direction;
- IV. Letters of commendation or award;
- V. Disciplinary actions and documentation of disciplinary investigations;
- VI. Recommendations for probation;
- VII. Notices of probation and notices of removal from probation;
- VIII. Recommendations for termination or nonrenewal;
- IX. Notices of termination or nonrenewal;
- X. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
- XI. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to alleged verbal or physical abuse or sexual misconduct that has not been substantiated.
4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee's/former employee's file as well as any medical documentation.
5. No District employee who in good faith discloses information to the hiring school district

either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

As an employee of Dietrich School District, I have been given the following staff handbook for the 2018-2019 school year. I have read the District policy pertaining to staff within the district and agree to adhere to those policies.

---

Signature of Staff Member Date

**2022 ISBA RESOLUTION NO.**

**SALARY BASED APPORTIONMENT FOR CLASSIFIED EMPLOYEES**

**WHEREAS**, the State of Idaho distributes the major portion of public school funding through the “Salary-Based Apportionment” (SBA) formula; and

**WHEREAS**, the SBA formula includes separate calculations for instructional, administrative, and classified salary and benefit support; and

**WHEREAS**, the salaries paid by local school districts to attract and retain these important positions are far above what is allocated; and

**WHEREAS**, the number of classified full-time equivalents (FTE’s) employed by school districts often exceeds the number funded by the SBA formula; and

**WHEREAS**, districts employ far more professional and technical classified staff, i.e. business and human resource professionals, technology staff, etc. than they did when the SBA formula was first established; and

**WHEREAS**, it is continually difficult for school districts to hire hard to fill positions such as bus drivers and paraprofessionals for the classroom due to the low wages a school district is currently able to offer because of the SBA formula; and

**WHEREAS**, districts expend large percentages of operational unit funding and supplemental levy revenues to pay for these classified staff; and

**WHEREAS**, the salaries paid for professional and technical classified staff far exceed the State’s salary based apportionment for these employees and school districts need to pay these employees competitive wages to recruit and retain qualified individuals;

**NOW, THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association support changes leading to greater funding for classified employees. This could be addressed with changes to the base salary, adjustments to the unit factor, and/or creating a salary allocation model for highly skilled classified staff—whichever policies bring the classified staff allocation closer in line to the actual salary thresholds necessary to be paid by local school districts and charter schools in order to attract and retain these necessary professionals.

**STATEMENT OF PURPOSE**

In the years since the State’s salary based apportionment formula was enacted, school districts have made significant changes in how they are run. The number and percentage of classified staff and technology specialists that manage a district’s human resources and technology operations has increased dramatically. The portion of the State formula that funds classified salaries and benefits was designed with custodians and school secretaries and aides in mind. The need for highly skilled human resource specialists as well as professional business managers and technology specialists to manage the complex and technical aspects of a school district has changed the role for these

classified positions. Districts now employ more professional business managers, human resource directors, network administrators, web masters, IT specialists, etc. and other skilled classified staff than ever before. Additionally, many of these professional and technical employees are hired to meet State and Federal mandated requirements, including reporting in the Idaho System for Educational Excellence (ISEE), the State's Longitudinal Data System.

This resolution calls for changes in the SBA formula to better reflect the need to increase the salaries and the number of FTE's funded by the classified portion of the formula.

**Submitted by Kuna School District No. 3**

**Submitted by Twin Falls School District No. 411**

# Dietrich School District No. 314

2100

## INSTRUCTION

### Curriculum Development and Assessment

The Board is responsible for adoption of curriculum and must approve all significant changes; including the adoption of new textbooks, new courses, and new remote learning programs; before such changes are made. The Superintendent or their designee is responsible for making curriculum recommendations. The curriculum shall be designed to accomplish learning objectives and goals for excellence that are consistent with the District's educational philosophy, mission statement, objectives, and goals.

### Development and Assessment

A written, sequential curricula shall be developed for each subject area. The curricula shall address student goals, content and program area performance standards, along with District education goals, and shall be constructed to include such parts of education as content, skills, and thinking. A curriculum review cycle and time lines for curriculum development and evaluations shall be developed as well.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, that are consistent with the goals of the education program.

In all program areas and at all levels, the District shall assess progress toward achieving student goals and program area performance standards including: the content and data; the accomplishment of appropriate skills; the development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the educational program, and use effective and appropriate tools for assessing progress.

All courses of instruction shall comply with State statutes and the rules of the State Board of Education.

Cross Reference: 2000 Goals  
2800 Objectives

Legal Reference: I.C. § 33-512A District curricular materials adoption committees I.C. §  
33-1601 et seq. Courses of Instruction  
IDAPA 08.02.01 et seq. Rules of the State Board of Education

### Policy History:

Adopted on: June 2014

Revised on: August 2020  
Reviewed on: August 2019

# Dietrich School District No. 314

2100

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### Policy History:

Adopted on: June 2014



Revised on: August 2020  
Reviewed on: August 2019

# **Dietrich School District No. 314**

3255

## **STUDENTS**

### Student Dress

The Board takes pride in the fact that the majority of its students have elected to wear clothing which represents the pride they have in their school. Inasmuch as it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning and to protect the health, safety and morals of students, clothing that is disruptive to the educational process is prohibited. To this end, all clothing must be neat and clean. Clothing or grooming that is conspicuous, extreme; odd that may draw undue attention, distract, or interfere with the learning process of the school is prohibited.

### Clothing and Appearance

- 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.
- No spandex 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 shall not be worn.

### Interpretation and Implementation of Policy

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. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

Legal Reference: I.C. 33-506 Organization and Government of Board of Trustees I.C. 33-512(6)  
Governance of Schools

Policy History:

Adopted on: February 2015

Revised on: July 2021

# **Dietrich School District No. 314**

## **PERSONNEL**

5402

### Personal Leave

Each employee may be granted, upon written request, two (2) 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, a certified employee may determine to be paid for his/her unused annual personal leave at the average rate of a certified substitute in our district.

#### Policy History:

Adopted on: October 13, 2015

Revised on:

Reviewed on:

# **Dietrich School District No. 314**

**5430**

## **PERSONNEL**

### 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 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 \$652.10 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 will be allowed to participate in the District's group health insurance program provided that any Trustee who desires to participate in such program shall pay the monthly premium to the District by the 15<sup>th</sup> of each month. Should any Trustee fail to make premium payments as set forth herein, his or her insurance coverage will be automatically cancelled.

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: June 2021

Reviewed on:

# Dietrich School District No. 314

5450

## PERSONNEL

### 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:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
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 1<sup>st</sup> 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 at a specific time or the need to maintain quality service at the district level.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

### Policy History:

Adopted on: July 2015

Revised on: July 2020

Reviewed on: July 2021

# **Dietrich School District No. 314**

7215

## **FINANCIAL MANAGEMENT**

### Fund Accounting System (GASB Statement 54)

To enhance the usefulness of fund balance information the District will provide clear fund balance classifications and use fund type definitions consistently.

The policy is designed to encourage consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. The District should maintain adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

### Fund Types

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The following funds are maintained by the District:

- **The General Fund** is used to account for all financial resources not accounted for and reported in another fund.
- **Special Revenue Funds** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
- **Debt Service Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for principle and interest.
- **Capital Projects Funds/Plant Facilities Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- **Permanent Funds** are used to account for resources restricted to the extent that only earnings, and not principle, may be used for purposes that support the District's purposes.

### Fund Balance Reporting in Governmental Funds

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any give reporting period, based on actual circumstances and activity.



· **Non-spendable Fund Balance**

Includes amounts that cannot be spent because they are either:

- (a) Not in spendable form; or
- (b) Legally or contractually required to be maintained intact.

· **Restricted Fund Balance**

Includes amounts that can be spent only for the specific purposes stipulated by District policy, external resource providers, or through federal regulations or State laws or rules.

· **Committed Fund Balance**

Includes amounts that can be used only for the specific purposes determined by a formal action of the Board.

· **Assigned Fund Balance**

Includes amounts intended to be used by the District for specific purposes, but do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed.

*Authority to Assign* - The Board delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

· **Unassigned Fund Balance**

Includes the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Prioritization of Fund Balance Use

The Board's primary role in adopting this policy is to identify the order of spending unrestricted resources and to acknowledge that the Board is the ultimate decision making authority with regard to committing balances upon recommendation of the Superintendent or designee.

If the Board chooses not to adopt a policy addressing the order of spending, the default approach of reducing committed, then assigned, then unassigned fund balances will be used.

Guidelines

**Classifying Fund Balance Amounts**

Fund balance classifications depict the nature of the net resources that are reported in a fund. An individual fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

### **Encumbrance Reporting**

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth above.

**Minimum Unassigned Fund Balance:** The District will maintain a minimum unassigned fund balance in its General Fund ranging from **[fifteen percent (15%)] to [twenty percent (20%)] of [the subsequent year's budgeted expenditures and outgoing transfers]**. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Note: These percentages may be adjusted to meet District needs.

**Replenishing Deficiencies:** When the fund balance falls below the minimum range, the District will replenish the shortage or deficiency using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the District to replenish funding deficiencies:

1. The District will reduce recurring expenditures to eliminate any structural deficit; or
2. The District will increase revenues or pursue other funding sources; or
3. Some combination of the two options above.

**Surplus fund balance:** Should unassigned fund balance of the General Fund ever exceed the range, the District will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

### **Implementation and Review**

The Board authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation. The Superintendent shall review this policy and any procedures regarding its implementation at least annually and make any recommendations for changes to the Board.

The Superintendent or designee shall provide accounting procedures for the receipt, deposit, expenditure and withdrawal of such monies and procedures for monthly reporting to the Board of the transactions, assets, liabilities and fund balance for each such fund.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School District I.C. §  
33-901 et seq. School Funds

Governmental Accounting Standards Board (“GASB”) Statement No. 54

Policy History:

Adopted on: March 2014

Revised on: July 2016

# **Dietrich School District No. 314**

**7305**

## **FINANCIAL MANAGEMENT**

### Investment of Funds

Pursuant to Idaho Code §33-701, the Superintendent, as authorized by the Board of Trustees is authorized to invest all or part of any plant facilities reserve fund, or any fund accumulated for the payment of interest on, and the redemption of, outstanding bonds, or other obligations of the District. The Superintendent shall develop criteria and procedures for appropriate investments which shall be reviewed by the Board. A progress report of investments shall be made to the Board on a regular basis.

### Policy Considerations

The investment policy shall be reviewed annually by the Superintendent or designee and recommended changes will be presented to the Board for consideration.

Investments may be made only in those instruments approved by, and in a method in conformity, with state law including any instrument permitted by law for the investment of state moneys.

Legal Reference: I.C. § 33-701 Fiscal Year - - Payment & Accounting of Funds I.C. §  
67-1210 Investment of Idle Moneys

### Policy History:

Adopted on: March 2014

Revised on: September 2017

7305-1 (ISBA 7/07 UPDATE)

# **Dietrich School District No. 314**

9400

## **SCHOOL FACILITIES**

### Safety Program

The Board acknowledges the importance of safety for students, staff, and others having business with the District. In addition, programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the committee to develop an Exposure Control Plan to eliminate or minimize work-related exposure to blood born pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Cross Reference: 8520 Inspection of School Facilities

Legal Reference: I.C. § 33-512 Governance of Schools  
29 CFR 1910.1030 The Blood Born Pathogens Standard

### Policy History:

Adopted on: February 2016

Revised on: October 2017

Reviewed on: August 2021



QUOTE #30083-1

**QUOTE TO**

Dietrich Schools  
Date: June 23, 2022

**JOB INFORMATION**

Dietrich Gym  
  
Sun Valley, ID  
BID DATE: 6/24/2022 12:00:00 PM  
DRAWING DATE: None  
ADDENDUMS ACKNOWLEDGED: None

QTY	DESCRIPTION	SELL PRICE
6	[Samsung HVAC] Samsung ducted split system with wired controller, factory line sets, filter box with MERV 13 filter, condensate pump and features/accessories as specified.	
6	[Big Foot Support Systems] Multi Frame stand with 12x12 feet and adjustable height for split outdoor units.	
4	[Airus Model ] Pure air de-stratification fan with EC motor and speed controller.	
1	[American Aldes] Energy recovery unit with high latent transfer core, ECM fans, exhaust defrost, MERV-13 filters and features/accessories as specified.	
<b>Total Net Price:</b>		<b>\$56,750.00</b>

Respectfully Submitted,

\_\_\_\_\_  
Geoff Cornwell  
Sales Engineer



# STANDARD TERMS AND CONDITIONS

## TERMS AND CONDITIONS OF SALE - EQUIPMENT & PARTS

1. **OFFER AND ACCEPTANCE:** Norbryhn Equipment Company, Inc. (NEC) is a manufacturer's agent representing the various suppliers quoted in this proposal. Acceptance of this proposal is deemed to be acceptance of the terms and conditions set forth by the various suppliers represented herein. All orders accepted by NEC and its suppliers are with the express condition that the purchaser agrees with the terms and conditions appearing in this proposal. NEC and its suppliers failure to object to the provisions contained in the Buyer's purchase order or other communications shall not be deemed a waiver of the terms and conditions hereof or acceptance of such provisions. No representations or guarantees other than those contained herein shall be binding upon NEC and its suppliers unless made in writing and signed by an Officer of NEC and its suppliers
2. **PRICE POLICY:** Quotations are subject to acceptance within thirty (30) days from the date of quotation.
3. **TAXES:** Taxes are not included in the prices quoted on this proposal. The amount of any present or future taxes applicable to the product shall be added to the price contained herein and paid by the Buyer.
4. **INSTALLATION:** This proposal does not include installation labor, supplies, or rigging unless otherwise noted in the proposal.
5. **PRODUCT CHANGES:** In the interest of continuous product improvement, NEC and its suppliers reserve the right to change specifications and/or design without incurring obligation.
6. **TERMS:** Terms of payment are "Net 30 days" and are subject at all times to the approval of NEC and its suppliers' Credit Departments. NEC reserves the right to charge interest in the amount of one and one-half percent (1.5%) per month on any outstanding balance.
7. **DELIVERY:** Supplier shipment dates are an approximation and shall not be binding on NEC or its suppliers unless specifically agreed to in writing by an officer of NEC. Shipment shall be F.O.B. Factory with title passing to Buyer upon delivery to the carrier by NEC or its suppliers.
8. **CLAIMS:** The responsibility of NEC and their suppliers ceases upon delivery of goods in good order to the carrier. Claims for factory shortages will not be considered unless made in writing to NEC within ten (10) days after receipt of the goods and accompanied by reference to our bill of lading and factory order numbers. As all goods are shipped at Buyer's risk, damage must be so noted on signed delivery receipt and any claims for damage or shortage in transit must be filed by Buyer against the transportation company.
9. **CANCELLATION:** NEC reserves the right to collect cancellation charges including, but not limited to all costs, expenses and reasonable overhead and profit.
10. **DELAYS:** NEC and its suppliers shall not be liable for any delays caused by riots, strikes, fires, floods lack of transportation, accidents or due to disapproval of credit by NEC, or any other contingency beyond its control. In the event of disapproval of credit, NEC may, at its sole option, cancel Buyer's PO without any liability to NEC or its suppliers.
11. **O&M DATA:** NEC shall deliver operation and maintenance data after delivery of product, provided Buyer is current with its financial obligations to NEC.
12. **RETURNED GOODS:** Goods may not be returned except by permission NEC and when so returned will be subject to a handling charge and transportation costs. Authorized return goods should be returned to suppliers as directed by NEC.
13. **WARRANTY:** NEC and its suppliers warrant to the original purchaser that the products manufactured or supplied by them are free of defects in material and workmanship if properly installed, maintained and used under normal conditions. The obligation of NEC and its suppliers is limited to, at their option, repairing or replacing, F.O.B. point of manufacture or office of NEC, any part or parts under this warranty which shall thus prove defective within *one year after* shipment to the original purchaser (some suppliers may extend the warranty to one year after startup, or eighteen months after shipment, whichever occurs first). NEC and suppliers' examination shall disclose to their satisfaction the warranty status of parts claimed to be defective; warranty shall be valid provided such part or parts are returned to the supplier's manufacturing point or NEC office with transportation charges prepaid and provided that NEC and its suppliers receive written notice of such defect within 15 days of the failure of the product and provided product has been paid in full. The term "original purchaser", as used in this warranty shall mean that person to whom the product was originally supplied. This warranty shall not apply to, and neither NEC nor its suppliers shall be liable for, any part which has been damaged by or subjected to misuse, abuse, overload, misapplication, neglect, accident, improper installation, modification, adjustment, alteration or repair. This warranty is expressly in lieu of all other warranties, express or implied, including all warranties of merchantability and fitness for purpose or use and of all other obligations or liabilities of NEC or its suppliers; NEC and its suppliers neither assume nor authorize any other person to give or assume any other warranty or liability in connection with these products.
14. **LIMITATION OF LIABILITY:** NEC and its suppliers shall not in any event be liable for loss, damage or expense directly or indirectly arising from the use of said products nor from any other cause, nor for penalties, nor for indirect, special, consequential, incidental or liquidated damages and neither NEC nor its suppliers shall incur any liability whatsoever until full payment for products has been received. In no event shall NEC's liability for direct or compensatory damages exceed the payments received by NEC from Buyer under Purchase Order.



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Dietrich Sch Dist 314  
406 N PARK ST  
DIETRICH, ID 83324-5069  
ACCOUNT NUMBER: 269300

**SUBSCRIPTION/DIGITAL CONTACT:**

Stefanie Shaw  
  
(208) 544-2158

**CONTACT:**

Stefanie Shaw  
  
(208) 544-2158

**SALES REP INFORMATION:**

Cindy Stricker  
cindy.stricker@mheducation.com

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<a href="#">READING MASTERY SIGNATURE</a>	\$13,891.02	(\$477.42)	\$13,413.60
<b>PRODUCT TOTAL*</b>	\$13,891.02	(\$477.42)	\$13,413.60
ESTIMATED S&H**			\$794.27
ESTIMATED TAX**			\$0.00
<b>GRAND TOTAL*</b>			<b>\$14,207.87</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 06/07/2022  
QUOTE NUMBER: CSTRI-06072022-006

ACCOUNT NAME: Dietrich Sch Dist 314  
ACCOUNT #: 269300

EXPIRATION DATE: 07/22/2022  
PAGE #: 1



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>READING MASTERY SIGNATURE</b>					
READING MASTERY STORYBOOK GRADE K	978-0-07-612215-8	15	\$43.98	\$0.00	\$659.70
READING MASTERY READING WORKBOOK A GRADE K	978-0-07-612208-0	15	\$14.94	\$0.00	\$224.10
READING MASTERY READING WORKBOOK B GRADE K	978-0-07-612210-3	15	\$14.94	\$0.00	\$224.10
READING MASTERY READING WORKBOOK C GRADE K	978-0-07-612211-0	15	\$14.94	\$0.00	\$224.10
READING MASTERY CURRICULUM BASED ASSESSMENT & FLUENCY STUDENT BOOK PKG/15 GR K	978-0-07-612226-4	1	\$79.44	\$79.44	*Free Materials
READING MASTERY SIGNATURE EDITION - TEACHER PACKAGE GRADE K	978-0-07-612191-5	1	\$867.36	\$0.00	\$867.36
Includes: Reading Presentation Books (3), Spelling Presentation Book, Teacher's Guide, Literature Guide, Skills Profile Folder, Assessment Handbook, Answer Key, and Activities Across					
<b>READING MASTERY READING STORYBOOK 1 GRADE 1</b>					
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READING MASTERY CURRICULUM BASED ASSESSMENT & FLUENCY STUDENT BOOK PKG/15 GR 1	978-0-07-612470-1	1	\$79.44	\$79.44	*Free Materials
READING MASTERY READING TEACHER MATERIALS GRADE 1	978-0-07-612447-3	1	\$867.36	\$0.00	\$867.36
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<b>READING MASTERY READING TEXTBOOK A GRADE 2</b>					
READING MASTERY READING TEXTBOOK A GRADE 2	978-0-07-612541-8	15	\$54.72	\$0.00	\$820.80
READING MASTERY READING TEXTBOOK B GRADE 2	978-0-07-612542-5	15	\$54.72	\$0.00	\$820.80
READING MASTERY READING TEXTBOOK C GRADE 2	978-0-07-612543-2	15	\$54.72	\$0.00	\$820.80
READING MASTERY LITERATURE ANTHOLOGY GRADE 2	978-0-07-612544-9	15	\$59.34	\$0.00	\$890.10
READING MASTERY READING WORKBOOK A GRADE 2	978-0-07-612545-6	15	\$14.94	\$0.00	\$224.10
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QUOTE DATE: 06/07/2022  
 QUOTE NUMBER: CSTR1-06072022-006

ACCOUNT NAME: Dietrich Sch Dist 314  
 ACCOUNT #: 269300

EXPIRATION DATE: 07/22/2022  
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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
READING MASTERY CURRICULUM BASED ASSESSMENT & FLUENCY STUDENT BOOK PKG/15 GR 3	978-0-07-612591-3	1	\$79.44	\$79.44	*Free Materials
READING MASTERY READING TEACHER MATERIALS GRADE 3	978-0-07-612573-9	1	\$556.32	\$0.00	\$556.32
Includes: Reading Presentation Books (2), Spelling Presentation Book, Teacher's Guide, Literature Guide, Assessment Handbook, Answer Key, and Activities Across					
READING MASTERY READING TEXTBOOK A GRADE 4	978-0-07-612622-4	3	\$62.61	\$0.00	\$187.83
READING MASTERY READING TEXTBOOK B GRADE 4	978-0-07-612623-1	3	\$62.61	\$0.00	\$187.83
READING MASTERY LITERATURE ANTHOLOGY GRADE 4	978-0-07-612624-8	3	\$59.34	\$0.00	\$178.02
READING MASTERY READING WORKBOOK GRADE 4	978-0-07-612625-5	3	\$20.37	\$0.00	\$61.11
READING MASTERY CURRICULUM BASED ASSESSMENT SE READING STRAND 15 PK GRADE 4	978-0-07-612631-6	1	\$80.22	\$80.22	*Free Materials
READING MASTERY READING TEACHER MATERIALS GRADE 4	978-0-07-612614-9	1	\$556.32	\$0.00	\$556.32
Includes: Reading Presentation Books (2), Spelling Presentation Book, Teacher's Guide, Literature Guide, Assessment Handbook, Answer Key, and Activities Across					
READING MASTERY READING TEXTBOOK A GRADE 5	978-0-07-612656-9	3	\$62.61	\$0.00	\$187.83
READING MASTERY READING TEXTBOOK B GRADE 5	978-0-07-612657-6	3	\$62.61	\$0.00	\$187.83
READING MASTERY LITERATURE ANTHOLOGY GRADE 5	978-0-07-612658-3	3	\$59.34	\$0.00	\$178.02
READING MASTERY READING WORKBOOK GRADE 5	978-0-07-612659-0	3	\$20.16	\$0.00	\$60.48
READING MASTERY CURRICULUM BASED ASSESSMENT SE READING STRAND 15PK GRADE 5	978-0-07-612665-1	1	\$79.44	\$79.44	*Free Materials
READING MASTERY READING TEACHER MATERIALS GRADE 5	978-0-07-612648-4	1	\$556.32	\$0.00	\$556.32
Includes: Reading Presentation Books (2), Spelling Presentation Book, Teacher's Guide, Literature Guide, Assessment Handbook, Answer Key, and Activities Across					
<b>READING MASTERY SIGNATURE Subtotal:</b>				<b>\$477.42</b>	<b>\$13,413.60</b>

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QUOTE DATE: 06/07/2022  
 QUOTE NUMBER: CSTRI-06072022-006

ACCOUNT NAME: Dietrich Sch Dist 314  
 ACCOUNT #: 269300

EXPIRATION DATE: 07/22/2022  
 PAGE #: 3



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**QUOTE PREPARED FOR:**

Dietrich Sch Dist 314  
406 N PARK ST  
DIETRICH, ID 83324-5069  
ACCOUNT NUMBER: 269300

**CONTACT:**

Stefanie Shaw  
  
(208) 544-2158

VALUE OF ALL MATERIALS	\$13,891.02
FREE MATERIALS	(\$477.42)
<b>PRODUCT TOTAL*</b>	<b>\$13,413.60</b>
ESTIMATED SHIPPING & HANDLING**	\$794.27
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL</b>	<b>\$14,207.87</b>

**SUBSCRIPTION/DIGITAL CONTACT:**

Stefanie Shaw  
  
(208) 544-2158

Comments:

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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PAGE #: 4



Stefanie Shaw <stefanies@dietrichschools.org>

**Volleyball Jerseys**

1 message

**Charley Astle** <charleya@dietrichschools.org>  
To: Stefanie Shaw <stefanies@dietrichschools.org>

Wed, Jul 6, 2022 at 9:14 AM



**LADIES FREESTYLE SUBLIMATED SHORT SLEEVE VOLLEYBALL JERSEY**

STYLE # 341110



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