

Dietrich School District #314
"Educate Empower and Prepare"

June 9, 2025

7:00 P. M. Regular Meeting

Regular School Board Meeting Agenda

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

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

Revised Agenda

1. Call to Order
 - a. Pledge of Allegiance
 - b. Vision and Mission
2. **Public Input:** Those wishing to address the Board will fill out a Request to Appear Before the Board (4105F) and submit to the district clerk before the beginning of the meeting. **There will be no action taken at this time.**
3. Consent Agenda **Action**
 - a. Approval of [May 12, 2025 Board Meeting Minutes](#)
 - b. Approval of [Accounts Payable](#)
 - c. Approval of [Student Body Balance Sheet](#)
 - d. [Encumbrance report](#)
4. **Action Item:** Approve/Deny Consent Agenda
5. [Superintendent Report](#)
 - a. Upcoming Dates
 - b. Imagine Excellence
 - c. 7 Habits Staff Training
 - d. Maintenance Report
6. Budget Hearing
 - a. [24-25 Budget Report, Presentation](#)
 - b. [24-25 Budget Publication](#) **Action**
7. Board Business
 - a. [Emergency Closure May 14](#) **Action**
 - b. [Curriculum/Instruction](#) **Action**
 - c. [10 Year Plan Projects](#)
 - d. Board Trainings 2025-2026
 - e. [AD Job Description 2nd reading](#) **Action**
 - i. [AD Pay](#)
 - f. [District Office /Superintendent Office Bids](#) **Action**
 - g. Boiler Bids **Action**
 - i. [Bid 1](#), [Bid 2](#), [Bid 3](#), [Bid 4](#),
 - h. [Lunch Fees](#)
 - i. Board and Superintendent roles and Responsibilities
 - i. Policy [6100](#), [6100P](#), [1410](#)
8. Policy
 - a. 1st Reading [2125](#), [2215](#), [2395F](#), [3040F2](#), [3335](#), [3335E](#), [7405](#), [7405P](#)
 - b. 1st Reading Revision [2000](#), [2100](#), [2110](#), [2200](#), [2210P1](#), [2210P2](#), [2230](#), [2315](#), [2395](#), [3040](#), [3050](#), [3330](#), [3380](#), [3570P1](#), [3570F1](#), [5280](#), [5400](#), [8185](#)
 - c. Revision 2nd Reading [5430](#), [5825](#), [8100](#), [8115](#), [8120](#), [8140](#), [8170](#), [8180](#), [8190](#), [4600F2](#)
 - d. 2nd Reading [8170P](#), [8180P](#)

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9. **Executive Session as per code 74-206 (1) subsection(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;
 - a. Personnel
10. **Personnel Action**
11. Future Agenda Items
 - a. The next regular board meeting will be held on July 8, 2025 at 7:00 pm.
12. Adjournment



**Dietrich School District #314
Board of Trustees Board Meeting
May 12, 2025
Regular Board Meeting Minutes
7:00 P.M.**

Board Meeting Session

Board Chair Valerie Varadi called the meeting to order at 7:00 pm. The board members present were Valerie Varadi, Wyatt Weber, Ben Hoskisson, Rick Bingham, and Starr Olsen. Staff members present were Superintendent Shaw, Principal Romander, Sarah Shaw, Diane Norman, Amy Wood, Maureen Heimerdinger, and Steven Shaw. Patrons present were Amy Webb, Mesa Heimerdinger, Angela Hubert, and Collette Robertson.

Ben Hoskisson made a motion to move personnel out of consent agenda to after executive session as item 15. The motion was seconded by Starr Olsen. Vote was unanimous in favor.

Consent Agenda

Ben Hoskisson made a motion to approve the consent agenda. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Student Council Presentation

The student council presentation was given by a member of the student council regarding the year's end and activities and projects they have recently been working on.

Superintendent Report

The superintendent report was as read with the following points:

- Leader in Me 7 Habits Training
- Policy Committee Update
- Upcoming Dates
- Attendance
- Maintenance Report

Principal Report

The principal report was as read with the following points:

- Testing
- Evaluations
- Athletic Report

Finance

Budget Committee Update- Superintendent Shaw reported on the meeting with the budget committee highlighting the discussed budgetary needs for current and needed projects to be included in the budget review next month.

Facilities District Office- The option of using facilities funds to construct an office for the superintendent in the district office was presented to the board. No action was taken at this time, but the board requested a list of current projects in the 10 year plan to be brought to next month's board meeting along with bids for a superintendent office.

Testing

Superintendent Shaw reported on ISAT and Istation testing this year with an emphasis on how high they were this year compared to the rest of the state's scores.

Board Business

Corrective Action Boiler Bids- Ben Hoskisson made a motion to rescind last month's motion on boiler bids to go out to bid for a new boiler system using the same specs for all companies. The motion was seconded by Rick Bingham. Vote was unanimous in favor.

Graduation program-

Medical Insurance- Rick Bingham made a motion to go with Superintendent Shaw's recommendation of Select Health as the district's insurance provider. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Board Training 25-26- The board discussed next steps in need of board training, and will discuss specific trainings that the board would like to receive at next month's regular board meeting.

A.D Job Description- Wyatt Weber made a motion to approve the first reading of the A.D job description. The motion was seconded by Rick Bingham. Vote was unanimous in favor.

Imagine Excellence Update- The board was updated regarding correspondence with Senator Lent's Imagine Excellence project and Superintendent Shaw will draft a proposal for the program by August or September of 2025 to send in.

Speech Contract- Wyatt Weber made a motion to accept the Speech Contract. The motion was seconded by Rick Bingham. Vote was unanimous in favor.

Policy

Wyatt Weber made a motion to approve the review of Policy 4170. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Starr Olsen made a motion to approve the revision of policies 5825, 8100, 8115, 8120, 8140, 8170, 8190, and 4600F. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Rick Bingham made a motion to approve the first reading of policies 8170P and 8180P. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Executive Session

Starr Olsen made a motion to enter into executive session as per code 74-206 (1) subsection(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. Roll call vote was unanimous in favor. The board entered into executive session at 8:06 pm. Principal Rex Romander was invited to attend the executive session from 8:06-8:37 pm to discuss the exit interview.

Superintendent Shaw was invited to attend the executive session at 8:37pm.

The superintendent contract was discussed from 8:37- 10:31pm.

Personnel was discussed from 10:31- 11:05pm.

The board exited the executive session at 11:05 pm.

Ben Hoskisson made a motion to approve the Superintendent evaluation. The motion was seconded by Wyatt Weber. Vote was unanimous in favor.

Starr Olsen made a motion to approve a contract with Superintendent Shaw that is a rolling 3-year contract that will be a 5% increase this next year from her current contract with an addendum to that contract that will include the professional dues and membership, the 4 days of personal leave that we have to be consistent with our policy, the approval of a district cell phone, the use of a district vehicle, and the insurance benefits. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

Ben Hoskisson made a motion to approve personnel as presented. The motion was seconded by Starr Olsen. Vote was unanimous in favor.

Future Agenda Items

The next regular board meeting will be held on June 9, 2025 at 7:00 pm.

The meeting was adjourned at 11:09 pm.

Detail Check Register				Posted; Processing Month 06/2025	
Checking Account:	1	MAIN CHECKING	Check Type: Check	Check Date:	06/02/2025
Check Number:	8404		PO Number	Detail Description	Vendor: 208INVESTI
Invoice Number	1214		06/02/2025	RENTAL	208 INVESTING AND LEASING INC
					Chart of Account Number
					100 664 410 0143
					Check Total: 1,025.00
					Detail Amount
					1,025.00
Check Number: 8405			Check Type: Check	Check Date: 06/02/2025	Vendor: ANDERSON
Invoice Number	051925		PO Number	Detail Description	Chart of Account Number
			06/02/2025	INTERPRETE	100 211000
					Check Total: 100.00
					Detail Amount
					100.00
Check Number: 8406			Check Type: Check	Check Date: 06/02/2025	Vendor: ARNOLDMACH
Invoice Number	1057690-1		PO Number	Detail Description	Chart of Account Number
			06/02/2025	PEDAL	100 665 410 0143
					Check Total: 225.26
					Detail Amount
					225.26
Check Number: 8407			Check Type: Check	Check Date: 06/02/2025	Vendor: CHARLIESPR
Invoice Number	10238433		PO Number	Detail Description	Chart of Account Number
			06/02/2025	FOOD	290 710 450 0143
			06/02/2025	FOOD	290 710 450 0143
					Check Total: 58.77
					Detail Amount
					58.77
Check Number: 8408			Check Type: Check	Check Date: 06/02/2025	Vendor: CITYOFDIET
Invoice Number	20250602		PO Number	Detail Description	Chart of Account Number
			06/02/2025	BUS	100 661 330 0143 002
			06/02/2025	GRAY	100 211000
			06/02/2025	NORTH	100 221000
			06/02/2025	SOUTH	100 661 330 0143 002
					Check Total: 72.73
					Detail Amount
					72.73
Check Number: 8409			Check Type: Check	Check Date: 06/02/2025	Vendor: CONNIEVANK
Invoice Number	052225		PO Number	Detail Description	Chart of Account Number
			06/02/2025	CONSULT	257 521 300 0143
			06/02/2025	Reversal: CONSULT	257 521 300 0143
			06/02/2025	Correction: CONSULT	258 616 300 0143
					Check Total: 487.50
					Detail Amount
					487.50
Check Number: 8410			Check Type: Check	Check Date: 06/02/2025	Vendor: CSINWORKFOR
Invoice Number	2143		PO Number	Detail Description	Chart of Account Number
			06/09/2025	CPR	100 211000
					Check Total: 2,015.00
					Detail Amount
					2,015.00
Check Number: 8411			Check Type: Check	Check Date: 06/02/2025	Vendor: ELUMAONLIN
Invoice Number	15803		PO Number	Detail Description	Chart of Account Number
			06/02/2025	SPEECH	258 616 300 0143
					Check Total: 375.00
					Detail Amount
					375.00
Check Number: 8412			Check Type: Check	Check Date: 06/02/2025	Vendor: GALAXYAWAR
Invoice Number	14025		PO Number	Detail Description	Chart of Account Number
			06/02/2025	PLAQUES	100 211000
					Check Total: 92.00
					Detail Amount
					92.00
Check Number: 8413			Check Type: Check	Check Date: 06/02/2025	Vendor: GOLDSTAR
Invoice Number			PO Number	Detail Description	Chart of Account Number
					GOLD STAR
					Check Total: 1,385.63
					Detail Amount
					1,385.63

06/04/2025 2:17 PM

Detail Check Register

Posted; Processing Month 06/2025

User ID: KAB

MAIN CHECKING

Checking Account: 1

Check Number: 8424	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/02/2025	Vendor: WCP SOLUTIONS	Chart of Account Number	Check Total:
14062465		06/02/2025			<u>Detail Description</u>			<u>Detail Amount</u>
14062468		06/02/2025			SUPPLIES		100 661 410 0143	134.90
14063368		06/02/2025			SUPPLIES		100 661 410 0143	185.48
					SUPPLIES		100 661 410 0143	123.20
Check Number: 8439	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: AMAZONSYNCS	Chart of Account Number	Check Total:
1jwg3f1nwg		06/04/2025			<u>Detail Description</u>			<u>Detail Amount</u>
1kvnwrtqn3p		06/01/2025			books		251 512 410 0143	49.82
1kvnwrtqn3p		06/01/2025			office supplies		100 632 410 0143	52.51
1kvnwrtqn3p		06/01/2025			office supplies		100 641 410 0143	132.54
1kvnwrtqn3p		06/01/2025			vacuum		100 664 410 0143	159.99
1kvnwrtqn3p		06/01/2025			vacuum		100 664 410 0143	99.99
1kvnwrtqn3p		06/01/2025			supplie		100 664 410 0143	63.09
Check Number: 8440	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: BIGTRECORA	Chart of Account Number	Check Total:
20250604		06/04/2025		FY24-250004	<u>Detail Description</u>			<u>Detail Amount</u>
20250604-0001		06/04/2025		FY24-250004	wood chips		100 665 300 0143	15,000.00
					wood chips		100 665 300 0143	0.00
Check Number: 8441	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: DLEVANSV1	Chart of Account Number	Check Total:
20250604		06/04/2025			<u>Detail Description</u>			<u>Detail Amount</u>
20250604		06/04/2025			service		243 519 390 0143 010	70.00
					dues -summer conference		243 519 390 0143 010	206.28
Check Number: 8442	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: DLEVANSVIS	Chart of Account Number	Check Total:
20250604		06/04/2025			<u>Detail Description</u>			<u>Detail Amount</u>
					Food		290 710 450 0143	17.52
Check Number: 8443	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: ELUMAONLIN	Chart of Account Number	Check Total:
16931		06/01/2025			<u>Detail Description</u>			<u>Detail Amount</u>
					speech		257 616 300 0143 616	375.00
Check Number: 8444	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: IDAHOPOWER	Chart of Account Number	Check Total:
06202025		05/22/2025			<u>Detail Description</u>			<u>Detail Amount</u>
06202025		05/22/2025			210 4th		100 661 330 0143 001	1,871.45
06202025		05/22/2025			406 Park		100 661 330 0143 001	12.27
06202025		05/22/2025			431 Park		100 661 330 0143 001	27.36
06202025		05/22/2025			22 E		100 661 330 0143 001	67.02
06202025		05/22/2025			524 Park		100 661 330 0143 001	117.40
Check Number: 8445	Invoice Number	Invoice Date	Check Type: Check	PO Number	Check Date: 06/04/2025	Vendor: NICHOLASAN	Chart of Account Number	Check Total:
20250604		06/04/2025		FY24-250002	<u>Detail Description</u>			<u>Detail Amount</u>
					Food		290 710 450 0143	274.38

Detail Check Register
Posted; Processing Month 06/2025

Dietrich School District 314
06/04/2025 2:17 PM

Checking Account: 1		MAIN CHECKING		Food		Vendor: NORTHWESTN		290 710 450 0143		0.00	
20250604-0001	06/04/2025	Check Type: Check	FY24-250002	Check Date: 06/04/2025	Detail Description	training	NORTHWEST NAZARENE UNIVERSITY	Chart of Account Number	100 211000	Check Total:	480.00
Check Number: 8446	Invoice Date: 06/04/2025	PO Number		Check Date: 06/04/2025	Detail Description	Paint Sprayer	SHERWIN WILLIAMS	Chart of Account Number	100 665 550 0143	Detail Amount	480.00
Check Number: 8447	Invoice Date: 06/02/2025	PO Number		Check Date: 06/04/2025	Detail Description	copier	US BANK EQUIPMENT FINANCE	Chart of Account Number	100 691 320 0143	Check Total:	5,272.50
Check Number: 8448	Invoice Date: 06/04/2025	PO Number		Check Date: 06/04/2025	Detail Description	strawberry plants	D.L. EVANS BANK VISA SHAW	Chart of Account Number	243 519 410 0143 010	Detail Amount	5,272.50
Check Number: 8449	Invoice Date: 06/04/2025	PO Number		Check Date: 06/04/2025	Detail Description					Check Total:	773.41
20250604										Detail Amount	773.41
										Check Total:	25.14
										Detail Amount	25.14

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 39,583.97

Balance Sheet (Beta)
Dietrich School District
As of May 29, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
Checking	
D.L. Evans Bank	105,980.10
Undeposited Cash Box Funds	
Total for Bank Accounts	\$105,980.10
Accounts Receivable	
Accounts Receivable	10,384.86
Total for Accounts Receivable	\$10,384.86
Other Current Assets	
Inventory Asset	972.93
Undeposited Funds	250.00
Total for Other Current Assets	\$1,222.93
Total for Current Assets	\$117,587.89
Fixed Assets	
Other Assets	
Total for Assets	\$117,587.89
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,480.05
Total for Accounts Payable	-\$1,480.05
Credit Cards	
Shania's SB CC	369.82
Total for Credit Cards	\$369.82
Other Current Liabilities	
Total for Current Liabilities	-\$1,110.23
Long-term Liabilities	
Total for Liabilities	-\$1,110.23
Equity	
Unrestricted Net Assets	-306.23
Net Income	-1,765.92
Opening Balance Equity	
Sales Tax	-862.16
Sawtooth Conference	
Scholarships	180.00
Scholarship-Community	2,200.96
Scholarship-David Sorensen	2,925.00

Scholarship-Luke Beckley	
Scholarship-Staff	4,197.56
Scholarship- Wayne Dill "Be Somebody"	1,500.00
Volunteer Scholarship	1,010.00
Total for Scholarships	\$12,013.52
Sports Poster	2,300.00
Student Body Balance	165.00
00-Ramburg	159.80
01-M. Heimerdinger	814.07
02-Novotny	139.71
03-Stowell	187.80
04-Hollibaugh	258.68
05-Astle	326.07
06-Norman	435.11
Athletics	-47,349.58
Activity Cards	24,079.80
Adult/Senior Pass	1,810.98
Family Pass	11,160.02
Total for Activity Cards	\$37,050.80
Gates	48,770.48
Ice Cream	1,777.19
NFHS Kickback	1,051.40
Officials	-11,070.22
Official Contract Fee	-39,451.00
Total for Officials	-\$50,521.22
Student Sport Fees	0.00
BBB	10,500.00
Cheer	363.59
FB	10,719.43
GBB	7,923.89
Shooter Shirt- GBB/BBB	375.70
Track	8,452.71
VB	7,273.67
XC	998.00
Total for Student Sport Fees	\$46,606.99
Total for Athletics	\$37,386.06
Auto Collision	0.00
Class Projects	
Nova Project	
Total for Auto Collision	0.00
Box Tops/Field trips	879.86
Class of 2018	407.65
Class of 2019	286.97
Class of 2020	2.42
Class of 2021	378.63

Class of 2022	29.49
Class of 2023	191.29
Class of 2024	61.82
Class of 2025	551.53
Class of 2026	2,035.83
Class of 2027	2,111.50
Class of 2028	632.52
Class of 2029	1,142.02
Class of 2030	112.00
Club BPA	943.46
Club FFA	-616.42
Club FFA Fundraising	2,399.33
Total for Club FFA	\$1,782.91
Club Music	6,975.10
Concessions	4,200.99
Elementary Field Trips	363.68
General Student Body	-432.84
HS Science	175.51
In/Out	-6,059.02
Jae Foundation	2,976.70
Library	684.94
Other Student Body Income	
Robotics	457.88
Secondary Social Studies	138.65
Ski/Skate/ Wahooz	376.50
SPED	183.87
Student Council	622.35
SunShine Committee	1,081.37
Team Accounts	0.00
Team BBB	7,786.94
Team Cheer	154.82
Team FB	8,772.83
Team GBB	9,321.91
Team Track	204.34
Team VB	8,376.45
Team Wrestling	940.10
Team XC and Track	3,859.76
Total for Team Accounts	\$39,417.15
Walking/Attendance	-746.92
Yearbook	4,769.08
Total for Student Body Balance	\$106,607.19
Tournament/ All Sports	623.53
Tournament/ Dist. Basketball	
YEA	88.19
Total for Equity	\$118,698.12

Total for Liabilities and Equity

\$117,587.89

Accrual Basis Thursday, May 29, 2025 05:05 PM UTC

DIETRICH SCHOOL DISTRICT NO. 314
Cash Balance by Fund Report

06/01/2025

Month 12 of 12

100% of School Year

Fund Title	Beginning Budget Amount July 1, 2023	YTD Expenses	Balance Ending June 2024	YTD %
100 - General Fund	\$ 2,615,258	\$ (2,615,258)	\$ (0.09)	100.00%
230- MV Homeless Grant	\$ 3,000	\$ (25)	\$ 2,975.00	1%
235- Expanding Arts Grant	\$ 4,500	\$ (1,187)	\$ 3,313.30	27%
243 - CTE	\$ 52,355	\$ (39,769)	\$ 12,585.00	76%
245 - Instructional Technology	\$ 52,187	\$ (39,402)	\$ 12,785.00	76%
246 - SDPS	\$ 4,320	\$ (500)	\$ 3,820.00	12%
248- Securing Our Future Grant	\$ 19,856	\$ (2,366)	\$ 17,490.00	12%
251 - Title IA	\$ 46,455	\$ (36,054)	\$ 12,997.00	78%
253 - Title IC (Migrant)	\$ 55,669	\$ (50,484)	\$ 5,185.00	91%
257 - IDEA Part B (SPED)	\$ 47,671	\$ (47,671)	\$ -	100%
258-IDEA Part B Preschool Age	\$ 10,453	\$ 9,010	\$ 1,443.00	87%
261 - Title IV SSAE	\$ 10,000	\$ (10,000)	\$ -	100%
262 - REAP (Rural Education)	\$ 30,805	\$ (29,550)	\$ 1,255.00	96%
263 - Carl Perkins	\$ 8,397	\$ (8,397)	\$ 0.05	100%
271 - Title IIA	\$ 7,514	\$ (4,023)	\$ 3,491.00	54%
310 - Bond & Interest Redemption	\$ 170,000	\$ (170,095)	\$ (95.00)	101%
290- CNP	\$ 178,837	\$ (186,859)	\$ (8,022.00)	105%
420 - Plant Facilities	\$ 29,000	\$ -	\$ 29,000.00	
421 - Bond Facilities	\$ -	\$ -	\$ -	
TOTAL CASH BALANCES	\$ 3,346,277	\$ (3,232,630)	\$ 98,222	72%

CNP is not completely updated yet because we have to do some transfers in the new system and April and May reimbursements have not been received from the state yet but we are waiting for the balances to be updated by SUI. We expect this number to be somewhere between \$30,000-\$50,000

I am not completely confident with these numbers as they are still working on getting everything in the new system but feel they are pretty close.

As of January 31, 2025 Bank Statement:

General	\$ 63,240.35
Savings Balance	\$ 7,977.84
Child Nutrition	\$ 11,153.35
Balance in Bond Acct	\$ 216,748.08
Balance in LGIP M&O	\$1,353,159.65
Plant Facilities	\$592,765.19
Total Account Balances	\$ 2,245,044.46

Total Interest earned through LGIP M & O

61,884.10

That does not include April, May, June interest for this year as we have not received the may statement and it will show April Interest. It does include the interest on the July Payment that we think would be June interest that was \$5000

One thing to consider in the budgets for federal programs and the General Fund 100. We have already completed 12 payrolls as we did a double payroll in August so that staff could start getting paid in August instead of september that lines up better with new staff being hired and when they are expected to work. So all funds in those budget amounts have been spent.

SUPERINTENDENT REPORT

JUNE 2025

UPCOMING DATES

JUNE

- 9- REGULAR BOARD MEETING/BUDGET HEARING
- 9-10 PLC CONFERENCE IN BOISE
- 16-19- STEFANIE ON VACATION

IMAGINE EXCELLENCE

FOLLOWING THE 7 HABITS TRAINING, I TRAVELED TO TWIN FALLS ON TUESDAY TO PARTICIPATE IN A MEETING HOSTED BY SENATOR LENT. THE MEETING BROUGHT TOGETHER SEVERAL IDAHO LEGISLATORS A FEW BOARD MEMBERS FROM OTHER SCHOOLS IN THE MAGIC VALLEY TO DISCUSS SENATOR LENT'S "IMAGINE EXCELLENCE" INITIATIVE, WHICH HE IS PREPARING TO PRESENT DURING THE UPCOMING LEGISLATIVE SESSION.

DIETRICH SCHOOLS WAS WELL REPRESENTED AT THIS MEETING BY MYSELF, BOARD CHAIRMAN VALERIE VARADI, AND TEACHER ELIZABETH HOLLIBAUGH. WE HAD THE OPPORTUNITY TO SHOWCASE THE STRENGTHS OF DIETRICH SCHOOLS AND HIGHLIGHT HOW THIS PROPOSED INITIATIVE COULD GREATLY BENEFIT SMALL AND RURAL DISTRICTS LIKE OURS.

THE GROUP WORKED THROUGH FIVE KEY VISIONARY QUESTIONS DESIGNED TO SPARK BOLD IDEAS ABOUT THE FUTURE OF EDUCATION IN IDAHO:

1. WHAT COULD IT LOOK LIKE IF WE COULD REBUILD IDAHO'S EDUCATION SYSTEM FROM THE GROUND UP—WITHOUT DIRECT REGARD FOR CURRENT FUNDING, REGULATIONS, OR TRADITION?
2. WHAT IF LEARNING WASN'T CONFINED TO A CLASSROOM, GRADE LEVEL, OR STRICT SCHEDULE? COULD WE DESIGN A SYSTEM THAT ALLOWS STUDENTS TO LEARN AT THEIR OWN PACE, IN THEIR OWN WAY, AND IN A VARIETY OF SETTINGS?
3. IF EVERY STUDENT HAD A PERSONALIZED EDUCATION PLAN BASED ON THEIR PASSIONS, STRENGTHS, AND CAREER GOALS, HOW WOULD THAT CHANGE THE WAY WE TEACH, MENTOR, AND PREPARE THEM FOR THE FUTURE?
4. HOW COULD IDAHO BUSINESSES, PARENTS, AND COMMUNITY ORGANIZATIONS COLLABORATE WITH EDUCATORS AND LEGISLATORS TO CREATE A MORE DYNAMIC, RELEVANT, AND OPPORTUNITY-DRIVEN EDUCATION SYSTEM?
5. WHAT CAN BE DONE TO BUILD TRUST IN OUR PUBLIC EDUCATION SYSTEM?

THIS WAS A VALUABLE OPPORTUNITY TO GIVE DIETRICH SCHOOLS A VOICE IN A FORWARD-THINKING CONVERSATION ABOUT REIMAGINING EDUCATION IN IDAHO. THIS MEETING WAS THE FIRST OF SEVERAL THAT WILL CONTINUE TO SHAPE AND REFINE THE VISION FOR THE IMAGINE EXCELLENCE INITIATIVE.

I LOOK FORWARD TO STAYING ENGAGED IN THIS PROCESS AND WILL KEEP THE BOARD INFORMED AS THE WORK PROGRESSES.

7 HABITS TRAINING

FRANKLINCOVEY TRAINING RECAP – MAY 27-28

ON MAY 27-28, OUR TEAM PARTICIPATED IN A TWO-DAY FRANKLINCOVEY TRAINING LED BY CINDI MCDONALD. THE FOCUS OF THE TRAINING WAS ON "THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE," WHICH ARE:

1. BE PROACTIVE
2. BEGIN WITH THE END IN MIND
3. PUT FIRST THINGS FIRST
4. THINK WIN-WIN
5. SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD
6. SYNERGIZE
7. SHARPEN THE SAW

THESE HABITS PROMOTE PERSONAL LEADERSHIP, EFFECTIVE COLLABORATION, AND CONTINUOUS SELF-IMPROVEMENT.

IN ATTENDANCE WERE:

- 1 BOARD MEMBER
- 2 ADMINISTRATORS
- 12 TEACHERS
- 7 CLASSIFIED STAFF

WE ALSO RECEIVED ENOUGH BOOKS FOR ALL STAFF AND BOARD MEMBERS. FOR THOSE WHO WERE UNABLE TO ATTEND, BOOKS WILL BE PROVIDED SO THEY CAN BENEFIT FROM THE MATERIAL AS WELL.

THIS WAS A POWERFUL AND MEANINGFUL TRAINING EXPERIENCE. FOR ALL STAFF MEMBERS, IT WAS EVEN EMOTIONAL AT TIMES. BARRIERS CAME DOWN, AND THE ENVIRONMENT BECAME A SAFE SPACE FOR VULNERABILITY AND GROWTH—BOTH PERSONALLY AND PROFESSIONALLY.

SEEING THE DEEP IMPACT THIS TRAINING HAD ON OUR STAFF ONLY STRENGTHENED MY BELIEF THAT OUR SCHOOL SHOULD BECOME A LEADER IN OUR SCHOOL. I AM CURRENTLY WORKING WITH AUSTIN HASLAM TO PURSUE A GRANT THAT WOULD HELP FUND THIS PROGRAM FOR OUR STUDENTS. I'M EXCITED ABOUT THE POTENTIAL IT HAS TO SHAPE A POSITIVE CULTURE AND EMPOWER BOTH STAFF AND STUDENTS.

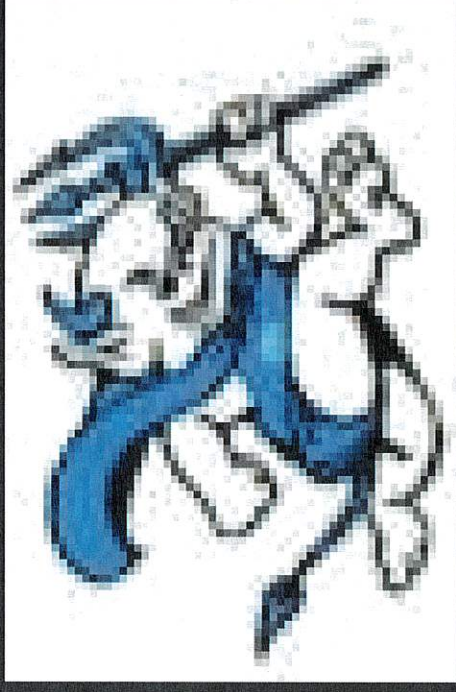
MAINTENANCE REPORT

TRANSPORTATION

BUSES WILL BE GOING OVER TO A AND A
MOBILE SERVICE FOR ANNUAL
INSPECTIONS FOR THE MONTH OF JUNE.

MAINTENANCE/GROUNDS

- COMPLETING AG SHOP FENCE AND SEALING THE FENCE.
- ROUTINE MAINTENANCE
- THE PLAYGROUND SWINGSET AND WOOD CHIPS WILL BE INSTALLED THIS SUMMER.
- CLEANING UP GROUNDS. PAINTING PROPANE TANK. CLEANING UP GARBAGE AROUND OUTSIDE THAT NEEDS TAKEN TO THE DUMP.
- GYM FLOOR THEY HAVE BEEN HERE SINCE FRIDAY THE 23RD. IT TOOK ABOUT A WEEK TO SAND THE FLOOR. THEY ARE CURRENTLY WORKING ON STAIN AND PAINTING THE FLOOR. UPDATE WILL BE GIVEN AT BOARD MEETING.
- STRIPPING AND WAXING FLOORS IN THE KITCHEN.
- SCHEDULED TIME OFF FOR MAINTENANCE USING VACATION. WORKED THOSE DAYS SO THAT TWO PEOPLE HERE DURING THE MONTH OF JUNE.



Dietrich School District No. 314 2025-2026 BUDGET

Budget Highlights

- Employer paid insurance premiums were increased from \$755.00 in 24-25 to \$850.00. Insurance rates increased 17% for the 2025-2026 Budget. We only had 1% increase in the 24-25 budget.
- 3% increase for all classified Staff
- 5% Increase for Certified staff which also includes the 6359. New career ladder. We are giving the teachers what we receive for each of them from the state.

New Career Ladder

- By Law we are required to pay the Minimums of each rung. Many district pay above this model in each cell. We will pay each teacher based on the allocation we receive for them from the state.
- The allocation below takes this years allocation add the \$6359 to it and then increases it by 5%.

Base Allocation	1	2	3	4	5
Residency	\$50,252	\$51,302	\$52,352		
Professional	\$53,402	\$55,239	\$57,077	\$58,914	\$60,752
Advanced Professional	\$64,427	\$66,527	\$68,627	\$70,727	\$72,877

State Funding

- ❖ Salary Based Apportionment for Certificated Staff increased adding the \$6359 plus a 5% increase on top of last years amounts per rung. (per allocated FTE).
- ❖ Administration and Classified Staff funding increased by 5% along with additional dollars to help close the funding gap.
- ❖ Our Average Teacher Salary increased from \$53,600 to \$59,738.00. This is to no employees being in their first year of teaching as well as increase to Teacher salaries.

Highlights/Changes in the Budget

- Increased the lunch stipend 50.00 an employee due to the increase in lunch prices.
- Rather than having a list of specific projects for Ryan's Budgets, Grounds, Maintenance, we allotted a certain amount of money that can be used to save to do bigger projects. Superintendent will provide information throughout the year if we need to use any of those savings amounts throughout the year. Otherwise the amount can be saved to be used for bigger projects.
 - This lets us see a true number of Maintenance operations.
 - We budgeted to continue to lease the car. However that lease is up in January. So we will either need to pay out or get a new lease. We have contacted two companies and they are working on information for a new lease if we go that route.
- Bus Payment will be paid back to the district rather than to a vendor. We increased that to \$51,000 so it can be paid off within three years.
- Supplies were moved out of Title 1 back into the main budgets for Elementary and Secondary.

Certified Salaries and Benefits

- Instructional Staff that hold a professional endorsement and a bachelor degree and 24 or more credits. will receive an additional \$2000.00
- Instructional staff that hold a professional endorsement or an Occupational certificate in their contact area. Will receive an additional \$3000.00.
- Paid Time off
 - 4 Days Personal Leave and 9 Days Sick leave
 - Staff could have up to 6 days of personal leave if they rolled over 2 days of leave from the previous year.
- Insurance
 - The district will pay up to \$855.00 In Insurance benefits. This includes Medical, Dental, Vision, life, Accidental, Critical Care etc.
 - The District offers multiple plans the best plan for health insurance being a zero deductible plan.
- Food Stipend
 - Each Staff member receives a stipend \$650.00 that can be used for food from the Breakfast and lunch Program.
- Stipends
 - There are many stipends available to our staff each year that can be used for leadership stipends in helping them reach the advanced professional rung.
 - Examples Mentor, Team Lead, Guiding Coalition, After School Help, Reading Intervention, FFA Advisor, BPA Advisor, Coaching Stipends,

Audited Balance History

Fund Balance History			
Year	General		CNP
2007	\$ (50,161.00)		\$ 4,739.00
2008	\$ (2,427.00)		\$ 335.00
2009	\$ 244,281.00		\$ 10,965.00
2010	\$ 422,867.00		\$ 4,118.00
2011	\$ 445,043.00		\$ 45,311.00
2012	\$ 437,556.00		\$ 19,942.00
2013	\$ 373,737.00		\$ 69,023.00
2014	\$ 581,106.00		\$ 79,465.00
2015	\$ 554,055.00		\$ 59,277.00
2016	\$ 645,955.00		\$ 4,159.00
2017	\$ 703,091.00		\$ 41,443.00
2018	\$ 836,751.00		\$ 36,881.00
2019	\$ 911,521.00		\$ 25,111.00
2020	\$ 889,491.00		\$ 7,233.00
2021	\$ 943,746.00		\$ 46,127.00
2022	\$ 947,168.00		\$ 73,146.00
2023	\$ 1,075,807.00		\$ 49,194.00
2024	\$ 1,203,350.00		\$ (15,165.00)

PROJECTED REVENUES

EXPENSE TOTALS					
Function	2025-2026 proposed	2024-2025 PROPOSED	2023-2024	Proposed	
512 - Elementary	\$ 610,884.70	\$ 558,898.00	\$ 535,576.29		
515 - Secondary	\$ 5508,049.49	\$ 474,972.31	\$ 433,177.95		
519 - Vocational	\$ 5156,723.27	\$ 136,327.92	\$ 59,036.00		
521 - Exceptional Child	\$ 5184,385.57	\$ 108,732.00	\$ 87,902.88		
531 - Extra Curricular	\$ 572,068.66	\$ 53,528.18	\$ 57,400.00		
532 - Other Activities					
545 - Summer School					
611 - Guidance/Health	\$ 516,970.50	\$ 1,560.00	\$ 70,830.45		
616 - Special Services	\$ 200.00	\$ 200.00	\$ 200.00		
622 - Library	\$ 515,264.26	\$ 16,793.34	\$ 14,946.63		
623 - Instructional Technology	\$ 17,749.31	\$ 28,870.15	\$ 12,703.16		
631 - School Board	\$ 514,900.00	\$ 15,445.00	\$ 10,300.00		
632 - District Administration	\$ 5213,392.30	\$ 187,428.60	\$ 175,381.00		
641 - School Administration	\$ 5128,661.04	\$ 130,179.36	\$ 123,845.00		
651 - Business Operations (District Office)	\$ 5104,932.57	\$ 95,348.68	\$ 78,110.00		
656 - Technology Administration	\$ 12,000.00	\$ 12,000.00	\$ 4,500.00		
661 - Custodial	\$ 5166,488.11	\$ 161,590.47	\$ 83,850.00		
663 - Non Occ Building Mtce	\$ 519,413.00	\$ 26,813.00	\$ 27,900.00		
664 - Maintenance	\$ 5145,411.27	\$ 159,083.11	\$ 110,682.65		
665 - Grounds	\$ 91,210.00	\$ 107,335.00	\$ 35,690.00		
667 - Safety and Security	\$ 58,200.00	\$ 17,473.50	\$ 6,386.00		
681 - Transportation	\$ 229,118.11	\$ 194,650.04	\$ 169,667.00		
683 - General Transportation	\$ 52,850.00	\$ 3,000.00	\$ 3,000.00		
691 - Other Support Services (Copiers/paper)	\$ 517,780.92	\$ 15,660.00	\$ 14,850.00		
710 - Food Service FICA	\$ 518,515.00	\$ 17,278.00	\$ 3,900.00		
Transfer Out To Bus			\$ (44,225.00)		
Contingency	\$ 40,000.00	\$ 40,000.00	\$ 80,000.00		
290-CNP meals and supplement	\$ 515,000.00				
Total Expense	\$ 2,810,168.08	\$ 2,563,166.66			
Total Revenue	\$ 2,810,168.08	\$ 2,573,212.45	\$ 2,568,568.86		
DIFFERENCE	\$ (0.00)	\$ 16,045.29			
Reserve (Baling Day Fund)	\$ 999,000.00	\$ 947,168.00	\$ 943,746.00		

Expense Summary

EXPENSE TOTALS					
Function	2025-2026 proposed	2024-2025 PROPOSED	2023-2024	Proposed	
512 - Elementary	\$ 610,884.70	\$ 558,898.00	\$ 535,576.29		
515 - Secondary	5508,049.49	\$ 474,972.31	\$ 433,177.95		
519 - Vocational	\$156,723.27	\$ 136,327.92	\$ 59,036.00		
521 - Exceptional Child	\$184,385.57	\$ 108,732.00	\$ 87,902.88		
531 - Extra Curricular	\$72,008.00	\$ 53,528.18	\$ 57,400.00		
611 - Guidance/Health	\$16,970.50	\$ 1,560.00	\$ 70,830.45		
616 - Special Services	\$200.00	\$ 200.00	\$ 200.00		
622 - Library	\$15,264.26	\$ 16,793.34	\$ 14,946.63		
623 - Instructional Technology	17,749.31	\$ 28,870.15	\$ 12,703.16		
631 - School Board	\$14,900.00	\$ 15,445.00	\$ 10,300.00		
632 - District Administration	\$213,392.30	\$ 187,428.60	\$ 175,381.00		
641 - School Administration	\$128,651.04	\$ 130,179.36	\$ 123,845.00		
651 - Business Operations (District Office)	\$104,932.57	\$ 95,348.68	\$ 78,110.00		
656 - Technology Administration	12,000.00	\$ 12,000.00	\$ 4,500.00		
661 - Custodial	\$166,488.11	\$ 161,590.47	\$ 83,850.00		
663 - Non Occ Building Mice	\$19,413.00	\$ 26,813.00	\$ 27,900.00		
664 - Maintenance	\$145,411.27	\$ 159,083.11	\$ 110,682.65		
665 - Grounds	91,210.00	\$ 107,335.00	\$ 35,690.00		
667 - Safety and Security	\$8,200.00	\$ 17,473.50	\$ 6,386.00		
681 - Transportation	\$229,118.11	\$ 194,650.04	\$ 169,667.00		
683 - General Transportation	\$2,850.00	\$ 3,000.00	\$ 3,000.00		
691 - Other Support Services (Copiers/paper)	\$17,780.92	\$ 15,660.00	\$ 14,850.00		
710 - Food Service/FCA	\$18,515.00	\$ 17,278.00	\$ 3,900.00		
Transfer Out To Bus			\$ (44,225.00)		
Contingency	\$ 40,000.00	\$ 40,000.00	\$ 80,000.00		
290-CNP meals and supplement	\$15,000.00				
Total Expense	\$ 2,810,168.08	\$ 2,563,166.66			
Total Revenue	\$2,810,168.08	\$ 2,579,212.45	\$ 2,568,568.80		
DIFFERENCE	\$ (0.00)	\$ 16,045.79			
Reserve (Sailing Day Fund)	\$ 999,000.00	\$ 947,168.00	\$ 943,746.00		

SUMMARY STATEMENT 2025 - 2026 SCHOOL BUDGET

ALL FUNDS

School District Dietrich Schools District 314

	GENERAL M & O FUND				ALL OTHER FUNDS			
	Prior Year Actual 2022-2023	Prior Year Actual 2023-2024	Prior Year Actual/Budget 2024-2025	Proposed Budget 2025-2026	Prior Year Actual 2022-2023	Prior Year Actual 2023-2024	Prior Year Actual/Budget 2024-2025	Proposed Budget 2025-2026
REVENUES								
Beginning Balances	\$ 1,118,746.00	\$ 1,257,617.00	\$1,752,806	1333159.65	\$ 268,059.00	\$ 93,058.00	\$ 91,178.00	500
Local Tax Revenue	\$ 42,736.00	\$ 62,260.00	\$94,010.00	76460	\$ 163,115.00	\$ 161,575.00	\$ 162,495.00	255685.2
Other Local								
County Revenue								
State Revenue	\$ 1,984,217.00	\$ 2,240,084.00	\$2,348,201.00	2555722.46	\$ 133,424.00	\$ 136,119.00	\$ 134,765.00	1579
Federal Revenue					\$ 863,383.00	\$ 587,981.00	\$ 186,103.00	980
Other Sources	\$ 2,000.00				\$ 35,332.00	\$ 16,225.00	\$ 15,296.00	
Totals	\$3,147,699.00	\$3,559,961.00	\$4,195,017.00	\$3,965,342.11	\$ 1,463,313.00	\$994,958.00	\$ 589,837.00	\$428,441.2
EXPENDITURES								
Salaries	\$ 1,238,440.00	\$ 1,378,675.00	\$1,487,308.00	1561642	\$ 295,116.00	\$ 215,656.00	\$ 162,782.00	92691.8
Benefits	\$ 463,463.00	\$ 534,326.00	\$ 571,114.00	772543.58	\$ 144,166.00	\$ 114,148.00	\$ 104,493.00	65661.3
Purchased Services	\$ 186,889.00	\$ 289,070.00	\$ 283,827.00	154406	\$ 315,834.00	\$ 240,566.00	\$ 32,409.00	3950
Supplies & Materials	\$ 150,470.00	\$ 224,998.00	\$ 251,249.00	179702.05	\$ 335,656.00	\$ 151,292.00	\$ 23,440.00	1102
Capital Outlay	\$ 44,559.00	\$ 49,500.00	\$ 49,000.00	49000	\$ 142,252.00	\$ 52,296.00	\$ 51,596.00	5100
Debt Retirement		\$ -			\$ 203,600.00	\$ 201,000.00	\$ 201,195.00	168560
Insurance & Judgments	\$ 35,131.00	\$ 40,000.00	\$ 42,000.00	47000				
Transfers (net)	\$ 30,332.00	\$ 16,225.00	\$ 19,226.00	18515				
Contingency Reserve	\$ 80,000.00	\$ 80,000.00	\$ 40,000.00	40000				
Unappropriated Balances	\$ 1,330,677.00	\$ 947,167.00	\$ 1,451,293.00	1,142,533.48	26,689.00	20,000.00	\$ 13,922.00	0.0
Totals	\$3,559,961.00	\$3,559,961.00	\$4,195,017.00	\$3,965,342.11	\$1,463,313.00	\$994,958.00	\$589,837.00	\$428,441.2

A copy of the School District Budget is available for public inspection at the District's Administrative or Clerk's Office.

Certificate of Emergency Closure

Idaho Code 33-512 & 33-1003A

Step 1 of 5: Enter District/Charter School NumberDistrict/Charter Number: **314** Dietrich District**Step 2 of 5: Complete the Table**

Please follow the guidance described above each column heading.

Align the closure information as best you can with the instructional hour calendars submitted to the Idaho Department of Education at the beginning of the school year.

For example: if your grades 1-5 were put on one calendar, they should be reflected that way below.

Identify the date (mm/dd/yy) or date range (mm/dd-dd/yy).	Select from the dropdown options. If you select "Other", please use the comment box on the right to describe.	If all buildings are affected by the closure, enter "ALL". If the closure applies to most buildings, enter "ALL EXCEPT" and list the exceptions. Or, list each of the building numbers affected by the closure.	List the grades affected by the closure. If the closure applies to all grades, enter "ALL".	Select from the dropdown options.	Only complete the Hours and Minutes fields if it is a Partial Day closure. Entries are to represent the instructional time lost.	This will automatically calculate using your hours and minutes entered. If you had a full day closure, this will remain at 0.000.	Required if you selected "Other" for the Cause of Closure field.
Date of Closure	Cause of Closure	Building Numbers Affected	Grades Served	Type of Closure	Hours Per Day	Minutes Per Day	Comments
01/26-27/24	Adverse Weather	ALL	ALL	Full Day	2	0.000	Used for Example Only
01/31/24	Facility Failure	100, 101, 102	1 - 5	Partial Day		2.250	Used for Example Only
05/14/24	Other	All	ALL	Full Day		0.000	Power Outage from 5:00 am -3:00 PM
						0.000	
						0.000	
						0.000	
						0.000	
						0.000	
						0.000	
						0.000	
						0.000	

Step 3 of 5: Adjust Student Information System (SIS)

Update your SIS to identify the day(s) reported above as Emergency Closures.

*Do not delete days that become Emergency Closures from your SIS.***Step 4 of 5: Superintendent/Charter School Administrator's Certification**

Enter the certifying superintendent or charter school administrator's name and phone number.

By submitting this form I'm certifying the information above is accurate, I will provide closure details upon request, and I will submit board minutes approving the closure once the minutes are available.

Name Stefanie Shaw

Phone 208-544-2158 Ext 100

Step 5 of 5: Submit This Form and Follow Up with School Board Minutes

Email the completed form to Dean Reich (dreich@sde.idaho.gov) and to Amber Worthington (aworthington@sde.idaho.gov).

After your board approves the closure, email a copy of the board minutes to Dean Reich.

*Be sure the minutes detail the date, duration, and reason for the closure(s) included above.***Questions? Contact**

Dean Reich (208) 332-65

Amber Worthington (208) 332-65

Curriculum/Instruction

Educate, Empower, Prepare

Board Report: Music Position Resignation and Next Steps

Personnel Update:

I have received the resignation of our music teacher. She has accepted a new position in the Filer School District and has relocated to that community.

Elementary Coverage:

At this time, elementary music instruction can be covered internally by our current elementary staff. This will allow us to continue providing music education at the elementary level without requiring an immediate hire.

Secondary Considerations:

At the secondary level, student enrollment and interest in music courses have been limited. Additionally, a number of our seniors have expressed interest in taking dual credit courses on campus through CSI, as well as online offerings through IDLA, rather than participating in traditional in-person electives.

Given this, if we choose to rehire, we need to ensure that the position aligns with student interests and offers courses they are motivated to take in person. This could include exploring alternatives such as CTE, art, technology, or other areas that have been requested.

Recommendation for Discussion:

I am asking the board to consider the following options:

- Rehire a music teacher as a full-time position.
- Rehire for a part-time music position with adjusted duties.
- Repurpose the position to offer a different elective that better aligns with student interest and current academic goals.
- Not rehire the position at all- Budget wise we are good for hiring for this next year however there could be a need based on declining enrollment and state and federal funding to reduce a position as early as the following school year.

I recommend we discuss these options and determine how best to structure this position to serve student needs and district priorities moving into the new school year.

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

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

Dietrich School	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	generator Backup
Electrical		\$75,000		\$200,000			\$50,000				3 phase improvement plan lighting replacement to LED generator
Exterior			7000			\$75,000			\$50,000		exterior doors playground structure
Fire and Safety				\$10,000	\$10,000	\$10,000					fire suppression glycol exchange
HVAC		\$4,000	\$130,000						\$250,000		Boiler replacement Cooling systems air exchange system replacement secondary side
Interior		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	upgraded worn out material
Plumbing		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	water heaters replacements in kitchen, bathrooms etc
Roofing										\$450,000	roof replacement
Site		\$6,000	\$75,000						\$50,000		parking lot , lighting gutter replacements
Specialties				\$45,000	\$50,000			\$150,000			Well desks teacher and student Secondary Student lockers
Structural		\$200,000		\$80,000			\$270,000				80,000 District office 200,000 locker rooms 270,000 bus barn
Technology	\$20,000		\$20,000		\$20,000			\$20,000			Fiberoptics/new technology
Totals	\$20,000	\$200,000	\$267,000	\$490,000	\$115,000	\$120,000	\$355,000	\$205,000	\$385,000	\$505,000	



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



TITLE: ATHLETICS AND ACTIVITIES DIRECTOR

FLSA DESIGNATION: NON-EXEMPT

QUALIFICATIONS

1. Minimum experience in organizing and administering an athletic program as determined by the Board
2. Strong background in coaching and athletic rules
3. Works well with students, staff, and the public
4. Excellent organizational skills
5. Excellent interpersonal and communication skills
6. Models fair play and respect
7. Able to maintain a positive environment and high standards of conduct for athletes
8. Treats all athletes fairly and equally
9. Able to work under pressures and deadlines
10. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

High School Principal

JOB SUMMARY

To provide leadership and coordination among the various teams and extracurricular groups to facilitate programs that provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

MAJOR DUTIES AND RESPONSIBILITIES

Managing Extracurricular Events

1. Oversee all athletic events **and activities** or, if unable to attend an event, find a substitute to oversee the activity
2. Prepare and distribute an activity and special events calendar
3. Prepare programs for all appropriate **Athletic events**
4. Arrange for team **and club** pictures for league, district, and state tournaments
5. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions
6. Plan and supervise all awards and banquets and assume general coordination of those events
7. Arrange field and gym practice schedules, and schedule all athletic events
8. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games **and other extracurricular activities**
9. Arrange all details of visiting teams' and officials' needs, including lodging, meals, towels, gymnasium services, security, and field assistance, as appropriate



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



10. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms
11. Oversee facility clean-up such as in the high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities
12. Oversee that gym floors are taken care of properly by all teams fans etc.
13. Arrange transportation and housing for all extracurricular events, and communicate with the transportation supervisor regarding busing needs for off-campus events
14. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors
15. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events
16. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal

Supervisory Duties

1. Assist in screening and hiring of all athletic personnel
2. Conduct a coaches meeting at the beginning of each year to communicate federal and state law, administrative rules, Board policy, and IHSA rules
3. Work as a liaison between the administration and the athletic staff
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments
5. Develop and implement appropriate rules governing the conduct of athletic activities
6. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSA)
7. Interpret Board policy to the extent necessary to provide guidance the athletic program
8. Resolve any conflicts within the athletic department **or among extracurricular activities**
9. Provide formal written evaluation of all coaching positions in collaboration with Building Principal

Records & Finances

1. Maintain Student Body Financial Accounts including creating purchase orders, paying invoices and athletic officials and overseeing student account budgets
2. Monitor each student's eligibility to participate in athletic activities according to IHSA rules and relevant federal and state law, administrative rules, and Board policy
3. Establish physical and academic requirements for eligibility to participate in each sport, and verify each student's eligibility
4. Obtain written parent permission for students to participate as required
5. Secure IHSA approval for transfer students
6. Ensure each sport has an up to date team roster and that it is sent to all participating schools
7. Prepare and administer the Athletic program budget
8. Supervise all ticket sales and fundraising events of the athletics program
9. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



10. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships
11. Administer and coordinate membership requirements and financial activities of all school-sponsored clubs

Other

1. Arrange for any applicable physical examinations of athletes
2. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs
3. Assume responsibility for public relations with the community including newspaper, social media and radio coverage of athletic events
4. Represent the school in all conference and state athletic meetings
5. Supervise the care, maintenance, and storage of all athletic equipment and supplies. Coordinate with coaches and the principal to determine uniform and equipment needs, ordering when necessary
6. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory
7. Constantly evaluate the athletic program and seek ways to improve it
8. Keep the building principal informed of activities and any issues that may arise
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the building principal in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

~~By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.~~ This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA. 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.0234	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



ATHLETICS AND ACTIVITIES DIRECTOR

Job Description

2018-2019

I have read the job description for this position and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirement.

Employee Signature

Date

Administrator Signature
(Direct Supervisor)

Date

Approved by the Board of Education: September 21, 2017

Revised by the Board of Education:

AD Position

Educate, Empower, Prepare

❖ Region 4 Athletic Director Pay

School	Stipend	Prep Hour for AD Work
Castleford	\$4275	1 prep hour
Hansen	13% base \$6942 for our highest candidate	1 prep hour
Carey	\$10,000	1 Prep Hour
Murtaugh		Prep Hour only . Has an assistant who only admins at games no paperwork \$ 2000.00
Twin Falls	Administrators Pay full time position	
valley	gives it to their principal 6475 .00	previously was given to a teacher for two weeks of the daily rate plus a prep hour . That would be around 3000.00

My recommendation for the pay for this position is to start them at \$5000. This is what we have budgeted. We can do an increase to this stipend each year like we do the classified positions.

It is pretty simple to pull out the activities information out of the job description. I will highlight those areas I want pulled out.

We will also give a prep hour all year for the AD position to the staff member we hire.

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

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

INTERIOR CONTRACTORS, INC.

PO. BOX 3873
HAILEY, ID
83333

ESTIMATE

Date	Estimate #
6/9/2025	3300

PUBLIC WORKS
#002879-AAA-4
RCE-24255

Name / Address
DIETRICH SCHOOLS

Project	
OFFICE SPACE	
Description	Total
LABOR & MATERIAL FOR STEEL STUD FRAMING, HANGING & FINISHING DRYWALL TO MATCH EXISTING, INSULATING THE PRINCIPAL'S OFFICE, PROVIDING & INSTALLING 5 DOOR FRAMES AND 5 SOLID CORE DOORS WITH HARDWARE & INSTALLING 2 WINDOW FRAMES (PROVIDED BY OWNER)	14,827.00
Thank you for your business.	
Total \$14,827.00	

Phone #	E-mail
1 208 481- 0311	john.incon@gmail.com



From Intermountain Heating & Air
Conditioning
3537 N 2900 E
Twin Falls, ID 83301
experts@imhvac.com
+12087333252

Job ID # 98725301
Estimate # 1543
Issue date Apr 10, 2025
Job Address 406 N Park St, Dietrich ID,
83324

Estimate for Dietrich School District No. 314
406 N Park St
Dietrich, ID 83324
ryand@dietrichschools.org

Item	Quantity	Price	Total
Replacement of High-Efficiency Boiler System	1	\$137,730.00	\$137730.00

Our team proposes to furnish and install three (3) Lochinvar EX85-850, EX Series high-efficiency boilers to replace the existing Lochinvar FTX850L units. This comprehensive installation package includes:

- Complete reconfiguration of the existing venting system
- Installation of all necessary gas and water piping
- Implementation of a proper condensate removal system
- All required high-voltage electrical connections
- Professional labor for complete system installation

This solution ensures your heating system will be fully operational with minimal disruption to your facility. All work will be performed by our certified technicians in accordance with manufacturer specifications and local building codes.

Value Package	1	\$0.00	\$0.00
---------------	---	--------	--------

Value package includes:

- \$2,500 worth of genuine OEM replacement parts
- Comprehensive 2-year labor warranty
- 2-year preventative maintenance plan with bi-annual service visits
- Factory Authorized Technician startup service to ensure optimal system performance
- All at no additional charge

Subtotal	\$137,730.00
Tax	\$0.00
Total	\$137,730.00



from Intermountain Heating & Air
Conditioning
3537 N 2900 E
Twin Falls, ID 83301
experts@imhvac.com
+12087333252

Terms

Thank you for choosing Intermountain Heating & Air Conditioning! We have been solving your home comfort needs since 1986.

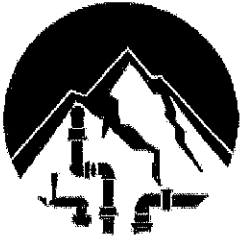
ALL invoices due and payable upon job completion.

In addition, all system purchases require 50% down prior to job start with an additional 75% prior to equipment delivery, with balance due upon job completion.

This estimate includes only items listed. Added change requests by the customer could result in additional charges.

We have many financing options available.

All overdue amounts subject to 1.5% monthly service charge with a minimum charge of \$5.00. All card charges will include a 3% card processing fee.



Mountain Edge Plumbing

555 N Waucanza Rd
Dietrich, ID 83324

801-360-8641

aleavitt@mountainedgeplumbing.com

Estimate

ESTIMATE# 1068403037

DATE 06/06/2025

PO#

CUSTOMER

Dietrich Schools
406 N Park St
Dietrich ID 83324

SERVICE LOCATION

Dietrich Schools
406 N Park St
Dietrich ID 83324

DESCRIPTION

Scope of Work:

- Replace three (3) Lochinvar FTX850L propane boilers.
- Reroute exhaust venting through the east room and vertically through the roof, terminating above the main building.
- Replace safety pressure relief valves with 75 PSI-rated valves.
- Coordinate with Climatec for control system integration related to main pump operation.
- Includes 2 complimentary boiler servicing visits.
- Excludes all repiping of the existing heating system.

This estimate includes two separate options, a direct swap for the same boiler (Lochinvar FTX850L), and an alternate boiler option (IBC EX850LP). A spec sheet on the IBC boiler has been included with this proposal.

Lochinvar Direct Swap

Description	Rate	Total
Complete Boiler Installation		135,665.00

Estimate Total: \$135,665.00

PRE-WORK SIGNATURE

Signed By:



Mountain Edge Plumbing

555 N Waucanza Rd
Dietrich, ID 83324
801-360-8641

aleavitt@mountainedgeplumbing.com

Estimate

ESTIMATE#	1068403037
DATE	06/06/2025
PO#	

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IBC Equivalent

Description	Rate	Total
Complete Boiler Installation		105,600.00

Estimate Total:

\$105,600.00

PRE-WORK SIGNATURE

Signed By:

EX SERIES



HIGH EFFICIENCY CONDENSING BOILERS
COMMERCIAL



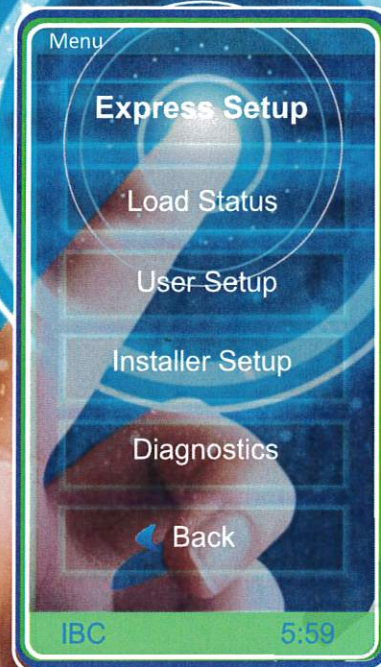
IBC®

IBC Control at your fingertips

All EX Boilers use our V-10 Touch Screen boiler control which features the latest in advance control technology and software.

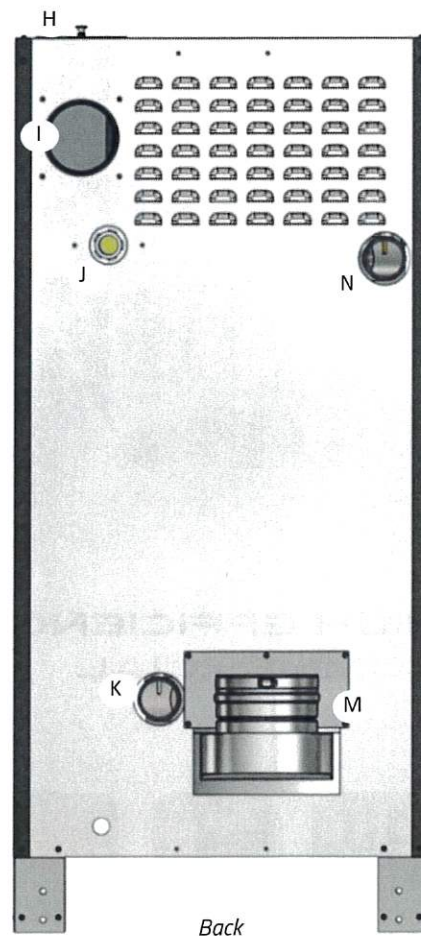
Easy to setup and monitor with features like Express Setup, easier Diagnostics & Intuitive Alert System with plain English Warnings & Error Messages, no boiler has ever been easier to use.

Login to the V-10 Portal for Remote access and enjoy **control on the go!**



Interior

- A) Safety Ignition Module (SIM)
- B) Fan
- C) Heat Exchanger
- D) Pressure Sensor
- E) Fuel Mixer
- F) V-10 Controller
- G) Condensate trap
- H) Air Filter Compartment
- I) Combustion Air Intake Duct
- J) Gas Line
- K) Return water
- L) Condensate Drain Outlet
- M) Exhaust
- N) Supply Water



EX SERIES

Suitable for the following projects

- SCHOOLS
- HEALTHCARE FACILITIES
- BARN/FARM BUILDINGS
- SNOW MELT
- RECREATIONAL FACILITIES
- COMMERCIAL GARAGES
- OFFICE BUILDINGS
- FACTORIES / WAREHOUSING
- LARGE RESIDENCES / MULTI-FAMILY HOUSING
- APARTMENT BUILDINGS
- HOTELS



Choosing the right heating system is crucial to maximizing a building's energy savings and environmental impact. The EX Series of commercial high efficiency condensing boilers can help you do just that. 4 Models available: EX 400, EX 500, EX 700, EX 850

Features

Touchscreen Control

- Express setup - program your boiler in seconds with remote monitoring & diagnostics
- Precise burner modulation control
- Easy USB programmability
- Intuitive alert system with detailed error message
- Vast array of performance data for troubleshooting
- Load combining and zoning
- Multi-boiler communication for network applications up to 24 boilers without additional controls
- With 24 networked boilers turndown ratio is 240:1
- End switch, 0-10 VCD or 4-20mA control compatible
- Full BACnet capability included
- Primary pump and zone pump controller - up to 4 zones

Built-in Features

- Unparalleled build quality
- Turndown ratio of 10:1 means you have the power to heat the building in the coldest weather, yet reduce short cycling when the weather is mild
- MFZ Moisture management protocol
- Reverse flow detection
- Outdoor reset control of water temperature

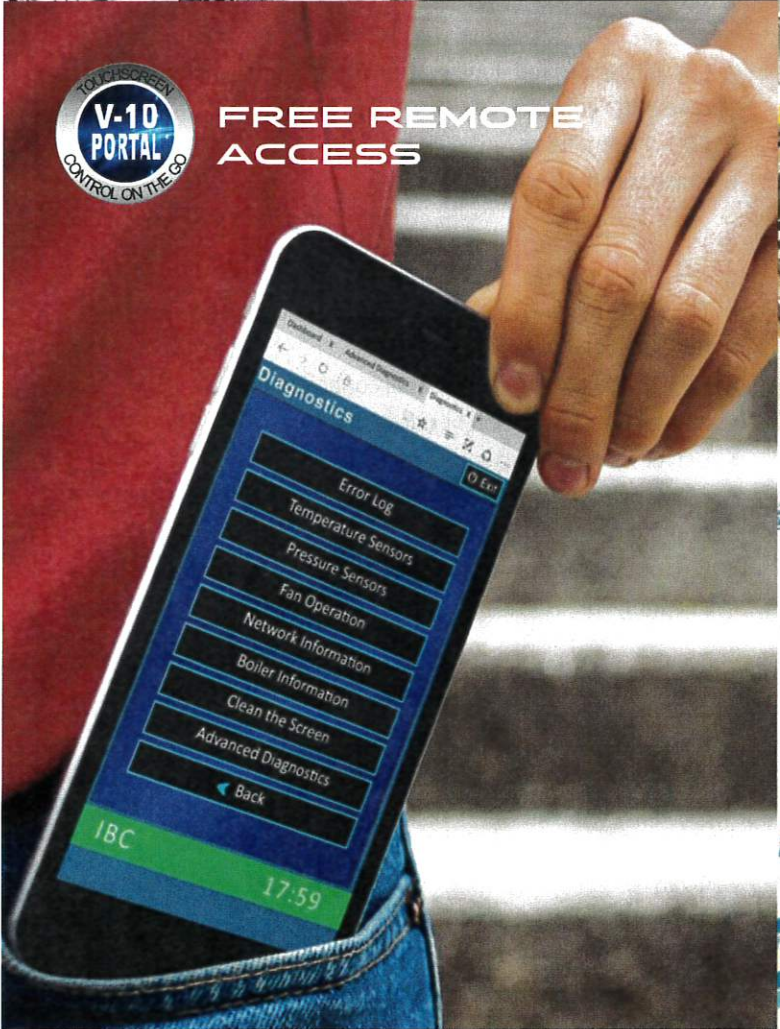
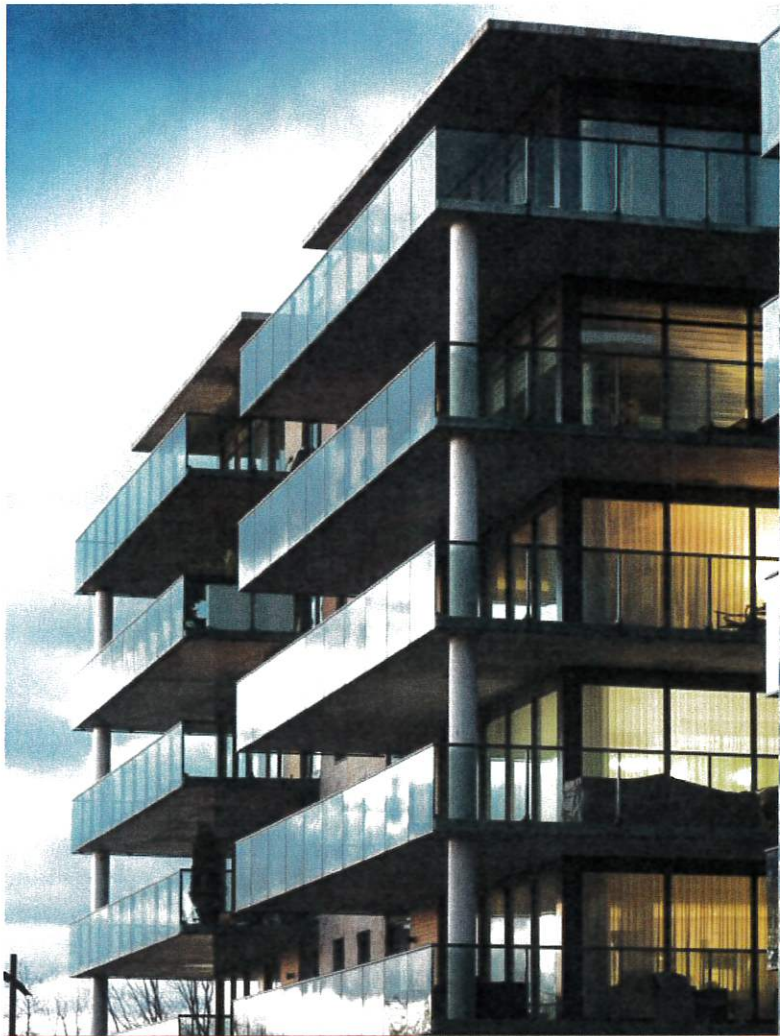
- CSA/UL approved low water cut-off and manual reset high limit
- CSD-1 Compliant
- Unmatched safety features

Superior Heat Exchanger

- The most advanced stainless steel fire tube boiler on the market today
- High grade 439 stainless steel construction
- Innovative saddle-bolt lit hardware
- Better thermal efficiency - up to 97%
- Condensed flue gasses clean vertical flue tubes while draining
- Custom water flow baffling to ensure even heat transfer and long life

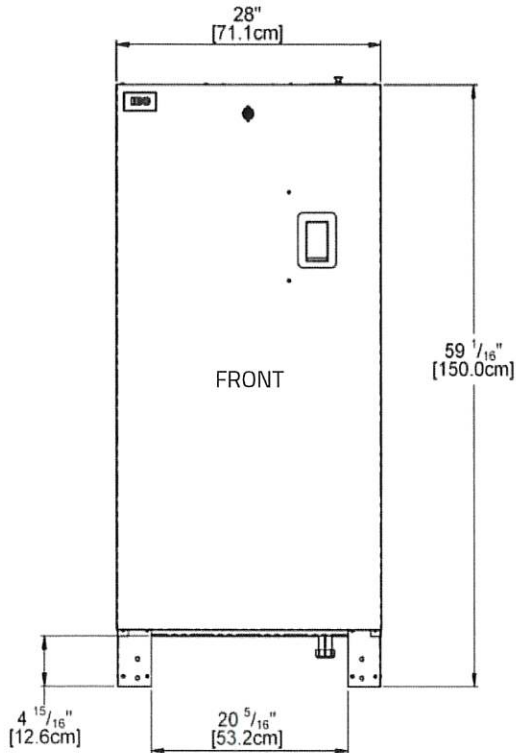
Easy to Install & Service

- PVC/CPVC/PP/SS venting materials approved
- Direct vent lengths - up to 170' each side
- Available in either NG or LP factory set or field convertible
- Open access to heat exchanger and all internal components



EX SERIES

Dimensions

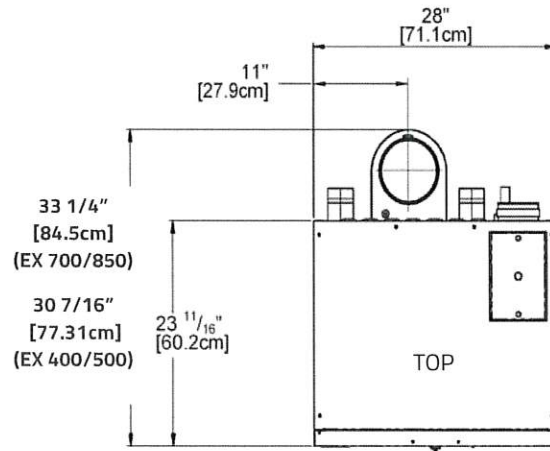
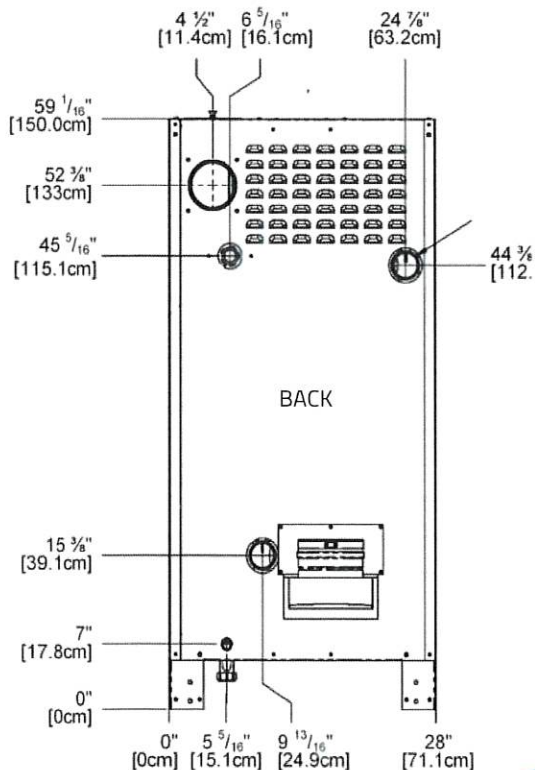


CONNECTIONS

Connection	EX 400 / EX 500	EX 700 / EX 850
Flue Outlet	4" Schedule 40	6" Schedule 40
Combustion Air Inlet	4" Schedule 40	4" Schedule 40
Water Outlet	2" NPT-M	2 1/2" NPT-M
Water Inlet	2" NPT-M	2 1/2" NPT-M
Knock-outs (8)	1/2"	1/2"
Gas Inlet	1" NPT-F	1" NPT-F
Condensate Outlet	3/4" Hose	3/4" Hose

CLEARANCE FROM BOILER CABINET

Surface	Distance from combustible surfaces	Recommended distance for installation and service
Front	2"	30"
Rear flue connection	2"	24"
Left side	1"	2"
Right side	1"	4"
Top	6"	12" (required for filter replacement)
Bottom	0"	0



EX SERIES

Technical Information



VENTING	MAXIMUM EQUIVALENT LENGTH	
Sched.40; Rigid PPs	EX 400 / EX 500	EX 700 / EX 850
4"	170' (each side)	N/A
6"	N/A	120' (each side)
90° Vent Elbow	allow 5' equivalent	allow 5' equivalent
45° Elbow	allow 3' equivalent	allow 3' equivalent
PPs 87-90° Elbows	use 5' equivalent	use 5' equivalent

SPECIFICATIONS	* EX 400	* EX 500	EX 700	EX 850
CSA Input (Natural Gas or Propane) - MBH	40 - 399	50 - 500	70 - 700	85 - 850
CSA Input (Natural Gas or Propane) - kW	11.7 - 117	14.6 - 146.5	20.5 - 205	24.9 - 249
CSA Output (Natural Gas or Propane) - MBH	388	485	679	824.50
CSA Output (Natural Gas or Propane) - kW	114	142	199	241.60
Thermal Efficiency	97.9%	97.5%	97.0%	97.0%
Min Gas Supply Pressure (Nat. Gas or Propane) - inch w.c.	4	4	4	4
Max Gas Supply Pressure (Nat. Gas or Propane) - inch w.c.	14	14	14	14
Ambient Temperature - Low (F/C)	32° / 0°	32° / 0°	32° / 0°	32° / 0°
Ambient Temperature - High (F/C)	122° / 50°	122° / 50°	122° / 50°	122° / 50°
Max relative humidity (non-condensing)	90%	90%	90%	90%
Min water Temperature (F/C)	34° / 1°	34° / 1°	34° / 1°	34° / 1°
Max water Temperature - (electronic high limit) (F/C)	190° / 88°	190° / 88°	190° / 88°	190° / 88°
Max. ΔT - supply/return (electronic fence) (F/C)	80° / 44°	80° / 44°	80° / 44°	80° / 44°
Max. Water Temperature Lockout Limit (F/C)	201° / 94°	201° / 94°	201° / 94°	201° / 94°
Power (120Vac/60Hz) @ full fire - watts (without pumps)	150	210	195	228
Weight (empty) - lbs/Kg	414 / 188	441 / 200	486 / 202	510 / 231
Heating Surface Area ft² / m²	55.3 / 5.14	72.9 / 6.77	84.6 / 7.86	99.88 / 9.28
Pressure Vessel water content - USG/Liters	13.5 / 51	12.3 / 46.7	17.5 / 66.3	16.5 / 62.3
Max boiler flow rate - USgpm	100	100	100	100
Min boiler flow rate - USgpm	10	15	18	21
Max Operating Water Pressure - psig *	160	160	160	160
Min Operating Water Pressure - psig	8	8	8	8
Relief valve pressure - psig	50	50	50	50
Approved installation altitude (Ft)	12,000	12,000	12,000	12,000
Max equivalent vent length (each side)	170'	170'	120'	120'

Available in either NG or LP factory set or field convertible



sales@ibcboiler.com ■ www.ibcboiler.com

Toll Free: 1-844-HEAT IBC / 1-844-432-8422

All information contained in this brochure is subject to change without notice. Due to clerical error, regulation change or product development please confirm all information with IBC.

900-322(R3)

IBC®

Thank you for your business!

Boulder Mountain Heating Sheetmetal and Fireplaces LLC

John Cronquist

PO Box 1184

Bellevue, ID 83313

Phone: 208-788-6125 Fax: 208-788-7817 Cell: 208-390-1790

May 29, 2025

Job: Dietrich School District

Boiler Change out

Proposal

Option 1

Replace 3 FTX850 floor mount boilers, replace, relocate, and extend vent pipes to upper roof, install 3 new pressure values, and test operations	\$131,550.00
Freight Charge	\$1,000.00
Plus Permit Fee*	\$150.00
Total	\$132,700.00

*Permit Fee will be billed when pulled

*Electrical not included

*Any framing, drywall, or paint not included

60% of payment due before work starts to cover equipment and materials the other 40% is due 30 days from date of invoices.

Proposal price guaranteed for a period of 15 days from date of proposal. Due to the uncertainty of supply and the price increases, if you agree and sign the proposal, we need a check for 60% to get materials. Otherwise, you will see a price increase on the final bill. If project goes into 2026 there will be an automatic 10% mark up on all materials not purchased yet. All materials are guaranteed to be as specified and all work will be completed in a workman like manner. Draws will be submitted on the monthly basis, based on percentage of work completed. All Payments are due within 30 days of billing date. Any changes made from above specifications will become a change order and will be reflected with either an increase or decrease in contract price. Boulder Mountain Heating Sheetmetal & Fireplaces, will carry Liability and Workmans comp insurance

Submitted by,

John Cronquist

Upon acceptance of the proposal outlined above, sign, date and return a copy of this proposal to Boulder Mountain Heating Sheetmetal & Fireplaces LLC

Signature

Date



Lunch Prices 2025-2026

K-6 Lunch.....	\$2.50
7-12 Lunch.....	\$2.90
Adult Lunch.....	\$5.10
Adult Breakfast.....	\$2.95
Extra Milk.....	\$0.70

**This institution is an equal
opportunity provider.**

Dietrich School District No. 314

1410

THE BOARD OF TRUSTEES

Board-Superintendent Relationship

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District chief executive officer. The Board adopts policies necessary to provide the general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

The Superintendent shall be employed for a term not to exceed three (3) years and shall be the executive officer of the Board with such powers and duties as the board prescribes. The Superintendent shall act as the authorized representative of the district whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Superintendent.

Cross Reference: 6100

Superintendent

Legal Reference: I.C. § 33-513

Professional personnel

Policy History:

Adopted on: March 2014

Revised on:

Dietrich School District No. 314

6100

ADMINISTRATION

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

The Board hereby delegates authority to the Superintendent to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.

Qualifications and Appointment

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

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

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with the District's mission and goal statements. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement.

At least thirty-three percent (33%) of the evaluation will be based on growth in student achievement as measured by Idaho's statewide assessment for federal accountability purposes.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Cross Reference: 1315

Strategic Planning

Legal Reference: I.C. § 33-320

Strategic Planning and Training

I.C. § 33-513

Professional Personnel

IDAPA 08.02.02.120

Local District Evaluation Policy

Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006

U.S. Dist. Ct. LEXIS 52243

Policy History:

Adopted on: June 2015

Revised on:

Dietrich School District No. 314

6100P

ADMINISTRATION

Board / Superintendent Relations

The Board shall:

Select the Superintendent and delegate to him/her all necessary administrative powers

Adopt policies for the operations of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement of the District.

Approve courses of study.

Approve textbooks.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures that implement Board policy.

Provide leadership in the development, operation, supervision and evaluation of the educational program.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

Recommend textbooks.

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.

Recommend contracts for major construction, remodeling or maintenance.

The Board shall:

Approve payment of vouchers and payroll.

Approve proposed major changes of school plant and facilities.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular and special meetings.

Serve as final arbitrator for staff, citizens and students.

Promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent.

Authorize the ongoing professional enrichment of its administrative leader as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

The Superintendent shall:

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

Establish criteria and processes for evaluating staff.

Recommend formation of ad hoc citizens' committees.

As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticism, complaints, and suggestions as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Procedure History:

Promulgated on: June 2015

Revised on:

Board Policy 2125: K-6 Reading Intervention

Status: Draft

Original Adopted Date: | Last Reviewed Date: 06/09/2025

The Dietrich School District strives to ensure that all students read at or above grade level by the end of third grade. In order to achieve this goal the District shall establish a reading intervention program, in addition to core reading instruction, that is aligned with Idaho State Board of Education's Comprehensive Literacy Plan. The District's reading intervention program will include research-based literacy instructional practices, student engagement, and effective interventions.

Definition

Idaho has adopted the International Literacy Association definition of literacy. Literacy is defined as the ability to identify, understand, interpret, create, compute, and communicate using visual, audible, and digital materials across disciplines in any context.

Intervention Program

The District will provide a research based reading intervention program to all kindergarten through sixth grade students identified with a reading deficiency as determined by the statewide reading assessments.

The program will provide intensive development in phonemic awareness, phonics, fluency, vocabulary, text comprehension, and decoding intervention as applicable to the grade level.

The District will monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to student needs.

The program will provide a minimum of 40 minutes two times a week of supplemental instruction for students in kindergarten through grade 6.

Reading Improvement Plan

The reading improvement plan shall be created by the teacher, principal,, and other pertinent school personnel, including staff assigned library duties, if applicable, no later than 30 days after the identification of the reading deficiency.

Parental Notification

At the conclusion of each school year, or earlier if it has been determined that the student is proficient and is no longer in need of intervention, the parent(s)/guardian(s) will be updated on the student's progress, including any recommendation for placement.

Student Records

The assessment scores and interventions recommended and implemented shall be maintained in the

permanent record of each student.

Literacy Training for School Board Members

All Trustees elected or appointed after July 1, 2021 shall participate in at least one board member orientation focused on:

1. State and District-level resources available for literacy intervention and improvements; and
2. School, District, and State level data available to track progress on student literacy proficiency and growth toward proficiency; and
3. How to set measurable goals for improving student proficiency.

By June 30, 2023, or following this date if directed by the State Board of Education, every Trustee shall participate in at least one board member orientation or the literacy intervention orientation and training provided by the State Board of Education.

Reporting

Annually by October 1, the District shall report to the Idaho State Department of Education in their annual continuous improvement plan the following information on the prior school year: :

1. By grade, the number and percentage of all students in grades kindergarten through third performing at the basic or below basic level on local and statewide assessments in reading; and
2. By grade, the number and percentage of all students in grades kindergarten through third performing at the proficient or higher level on local and statewide assessments in reading.

Legal References

IC § 33-1805

Description

Reading Instruction and Intervention

IC § 33-1806

Reading and Literacy Assessment

IC § 33-1807

Literacy Intervention Program

IC § 33-1809

Accountability and Continuous Improvement

Other References

Idaho State Board of Education

Description

[Idaho Comprehensive Literacy Plan, December 2015](#)
(last visited 10/16/2019)

Cross References

Code

1315

Description

[District Planning](#)

1650

[New Board Member Workshop](#)

Board Policy 2215: Air Quality Restrictions on Outdoor Activities, Practice, and Competition **Status: ADOPTED**

Original Adopted Date: 10/01/2020 | **Last Reviewed Date:** 06/09/2025

The **Dietrich School District** is responsible for ensuring the safety of its students and student athletes when participating in physical education, recess, practices or athletic contests.

The Superintendent or their designee shall consider the Idaho Department of Environmental Quality's (DEQ) assessments of air quality as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

Typically, the following guidelines will be followed:

1. **Air Quality 51 to 100:** Measures will be taken to reduce prolonged or heavy exertion outdoors by unusually sensitive people. Outdoor activities are permissible, paying close attention to those students who are unusually sensitive to air pollution.
2. **Air Quality 101 to 150:** Measures will be taken to reduce prolonged or heavy exertion outdoors for all students and staff. Outdoor activities are permissible only when additional rest periods are provided for students. The Superintendent or designee will confer with the school's athletic director and school nurses or other medical personnel, if available, to determine appropriate additional rest periods. School personnel shall closely monitor all students, particularly those groups that are sensitive to poor air quality.
3. **Air Quality over 150:** Measures will be taken to avoid any outdoor physical activity by students or staff. All students and staff will remain indoors, and outdoor activities are not permissible. In the event an activity has begun and during the event the air quality rises above 150, all participants will be moved indoors until the air quality decreases to below 150 or the event will be cancelled or postponed as determined by the Superintendent or designee. Prior to a scheduled outdoor event, when air quality is over 100, the Superintendent or designee may postpone, move, or cancel the outdoor activity.

The following protocol shall be used to determine whether students, including student athletes, will be allowed to participate in outdoor activities when the air quality rates as Unhealthy for Sensitive Groups or worse as indicated on the DEQ guidelines.

1. The District shall use the measurement taken at the **Twin Falls** station on the <http://airquality.deq.idaho.gov/> to determine the District's air quality.
2. The Superintendent or designee shall be responsible for deciding whether to hold or cancel outdoor recess and practices and contests for middle school/junior high and high school activities.
3. The decision to hold or cancel outdoor activities shall be made **3 hours** in advance of the activity.

4. Best efforts will be made to provide notice that an outdoor activity will be held or cancelled. Such notice shall be communicated to students, staff, coaches, parents, and the community via Alert Sense.
-

2395F

Application for Off Campus IDLA Coursework

Student: _____

Grade Level: _____

Application Initiated by: _____

Relationship to Student: ☐ Student
☐ Parent/Guardian
☐ Teacher

Eligibility Criteria

To be eligible for off campus IDLA Coursework , a student must meet each of the following criteria.

Requirements

Students must have a 80% or Higher in all coursework. (This includes IDLA and In person courses at Dietrich Schools)

1. Comply with the District's rules regarding student conduct.
2. Comply with all District Attendance policies in classes that are taken on campus.
3. Have an 80% or higher in all IDLA courses for the current semester.
4. Be up to date on all assignments for IDLA courses.
5. If student will be off campus for more than one period the schedule must be set up for the additional courses to be back to back on their class schedule
6. If a student does not meet any of the above criteria they will be required to complete the remainder of the course work on campus for the remainder of that semester.

Required Signatures

The following signatures must be provided with the application.

I wish to complete my IDLA courses from home or off campus. I have chosen to do this alongside my parents. I will not be on campus during this time.

Student Name (*please print*)

Student Signature

Date

I grant permission for my child to be designated as off campus for IDLA Courses.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

I recommend that this student be allowed to take IDLA courses from home. If any of the criteria is not met. I will contact the parent and the student and let them know that they have violated the agreement with the district and will be required to do the remainder of the coursework in the IDLA room on the schools campus.

Principal (*please print*)

Principal Signature

Date

{{Full_District_Heading}}

STUDENTS

3040F2

School Truancy Referral Form

PART I

Student: _____,
(last name) (first name) (middle name)

Grade: _____ Age: _____ DOB: _____

Sex: _____ Race: _____ Language: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

Address (if different than above): _____ Zip: _____

Phone: _____

PART II

Enrollment Date: _____ Number of Tardies: _____

Number of Absences: With a Valid Excuse: _____ Without a Valid Excuse: _____

Dates Child was Absent from School without Valid Excuse:

Suspension/Expulsion Dates: _____

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date: _____

Date: _____

Date: _____

Date: _____

Advisory Letter Sent? No _____ Yes _____ Date: _____

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): _____

PART III: REFERRING SCHOOL INFORMATION

School Name: _____

District: **{{Full_District_Name_Number}}**

Telephone: _____

Address: _____

City & State: _____ Zip: _____

(Print name of person submitting report)

(Title and Position)

(Phone)

(Signature)

Dietrich School District #314

Board Policy 3335: Student Academic Honesty

Status: Draft

Original Adopted Date: | **Last Reviewed Date:** 06/09/2025

The Dietrich School District maintains a **zero tolerance policy** for academic dishonesty. All students enrolled in courses through the district are expected to submit work that reflects **their own original thoughts, ideas, and efforts**.

Violations of the Academic Honesty Policy

Violating this policy on regular assignments, discussions, or assessments may result in **one or more** of the following consequences:

- A **zero** on the assignment, discussion, or assessment.
- **Notification** of the incident to your parent(s)/guardian(s).
- **Disciplinary action** in accordance with District Policy 3330.
- **Repeating** the course (if warranted by the severity of the violation).

Final and Unit Exams

If a student violates the Academic Honesty Policy on a unit or final exam, the student **may receive a zero** for the exam with **no opportunity for retake**. Cheating on a unit or final exam includes, but is not limited to:

- Using unauthorized **digital resources**.
- Receiving **help from other students**.
- Using any **study aid or tool not approved** by the instructor.
- Consulting **unauthorized notes** during the exam.

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following behaviors:

- **Submitting work** that is not your own.
- **Copying and pasting** text from online sources without proper citation.
- Failing to **properly cite** sources of ideas or wording that are not your own.
- Using **direct wording** from a source without quotation marks.
- **Rewording or paraphrasing** content from a source and passing it off as your own.

Unacceptable Academic Practices

Other unacceptable behaviors include, but are not limited to:

- **Academic sabotage:** Intentionally damaging or interfering with another student's work or grade.
 - **Falsifying information:** Lying to a teacher or staff member about academic work.
-

Board Policy 3335F: Academic Honesty Form

Status: Draft

Original Adopted Date: | **Last Reviewed Date:** 06/09/2025

Student Agreement

By signing below, I confirm that:

- I will complete **all assignments on my own** unless otherwise instructed.
- I have **read and understood** the Academic Honesty Policy.
- I agree to avoid all forms of academic misconduct, including:
 - Cheating
 - Plagiarism
 - Academic sabotage
 - Falsifying information
- I understand that my teachers have access to and may use **plagiarism detection tools** to verify the originality of my work.
- I will **ask my teacher** if I have any questions about what is allowed under this policy.
- I understand that violations of this policy may result in **disciplinary action**, a **zero on the assignment or exam**, and in some cases, the need to **repeat the course**.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Board Policy 7405: Public Works Contracting and Procurement

Status: ADOPTED

Original Adopted Date: 05/01/2019 | **Last Reviewed Date:** 06/09/2025

No contract involving a public works project shall be let to any contractor who is not licensed as required by the laws of this State. Further, the District shall at all times adhere to the bidding requirements for public works contracting and procurement as set out in State law.

Public Works Contractor Licensure Requirements

\$0 to \$50,000	No licensure requirement	IC 54-1903(9)
\$50,000 and above	Licensure required	IC 54-1903(9)

Exemptions from Public Works Contractor Licensure

Less than \$50,000 for construction, alteration, improvement, or repair.	Single project with any number of trades	IC 54-1903(9)
Any construction, alteration, or repair due to an emergency.	Pursuant to the provision of, Chapter 10, Title 46 Idaho Code	IC 54-1903(11)

Public Works Construction Bidding

\$0 to \$50,000	No bidding requirements	IC 67-2803(2)
\$50,000 to \$200,000	Semi-formal bidding: Issue written requests for bids describing the work to at least 3 licensed contractors. Allow 3 days for written response; objections 1 day prior to bid. Keep records for 6 months. <u>Accept low bid, or reject all bids.</u>	IC 67-2805(1)

\$200,000 and
above

Formal bidding 2 Options A & B:

IC
67-2805(2)

Category A – Open to all licensed contractors. Publication requirements. Written objections allowed. May request bid security/bond. Accept low bid, or reject all bids. See code for details. (IC 67-2805(2)(a).)

Category B – Open to pre-qualified contractors. After pre-qualification is determined, the bidding process is in the same manner as Category A. (IC 67-2805(2)(b).)

Legal References

IC § 33-601

Description

School Property - Real and Personal Property – Acquisition, Use or Disposal of the Same

IC § 54-1903

Unlawful to Engage in Public Works Contracting Without License – Exemptions

IC § 67-2801, et seq.

Purchasing by Political Subdivisions

IC § 74-401 et seq.

Ethics in Government

Other References

Idaho State Department of Education

Description

Policies and Procedures Used Template

Cross References

Code

7400

Description

Miscellaneous Procurement Standards

7400-P(1)

Miscellaneous Procurement Standards - Federal Award Requirements

7400-P(2)

Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award

7400-P(3)

Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition

7400-P(4)

Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards

7408

Entering into Professional Service Contracts

7409

Acquisition of Real and Personal Property

Procedure 7405-P(1): Public Works Contracting and Procurement - Status: ADOPTED
Procuring Public Works, Services, and Personal Property

Original Adopted Date: 05/01/2019 | **Last Revised Date:** 05/10/2024 | **Last Reviewed Date:** 06/09/2025

District Procurement Policy

Efficient and cost-effective procurement of goods, services, and public works construction is an important aspect of District operations. The District shall endeavor to buy goods, services, and public works construction through a publicly accountable process that respects the shared goals of economy and quality. The District shall, to the extent reasonably available and not prohibited by law or administrative rules, endeavor to purchase goods and services from vendors with a significant Idaho economic presence.

Authorization and Control - Generally

It is the policy of this District to conduct its purchasing program in a manner to ensure optimum use of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year and pursuant to State purchasing and federal procurement requirements. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$_____ [NOTE: \$5,000 to \$10,000 suggested for smaller districts, \$25,000 suggested for larger districts], except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Superintendent shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds that align with State and federal procurement requirements. Staff members shall not obligate the District without express authority of the Board or authorized designee. Staff members who obligate the District without proper authorization may be held personally responsible for payment of such obligations, and may also be subject to discipline, up to and including termination.

All other procurement and purchases shall be made in accordance with the State and federal laws and administrative rules and with District policies and procedures.

Procuring Public Works Construction

Public Works Procurement, Projects Between \$50,000 and \$200,000: When the Board contemplates procurement of public works construction valued at or in excess of \$50,000, but in an amount less than \$200,000, the following procedures shall be followed.

1. The Board or its designee shall prepare a solicitation for bids for the contemplated public works construction, and shall deliver it in writing to no fewer than three owner-designated licensed public works contractors. Delivery may be accomplished either by electronic or physical delivery. The solicitation shall describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project the District seeks to build.
2. In the event that it is impractical or impossible to obtain three bids for the proposed public works procurement, the District may proceed to acquire the work in any manner the Board or its designee deems best from a qualified public works contractor quoting the lowest price. When fewer than three bids are considered, a description of the District's efforts undertaken to procure at least three bids shall be documented and placed in the records of the Board, and such documentation shall be maintained for at least six months following the date of the final procurement decision.
3. The solicitation for bids shall describe the electronic or physical delivery method or methods authorized to submit a bid, the date and time by which a bid proposal must be received by the clerk, secretary, or other authorized District official, and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three business days.
4. The solicitation shall explain that if a potential bidder has an objection to the specifications described in the solicitation, it must submit a written objection to the District. The objection must be received by the District's clerk, secretary, or other authorized person no later than one business day before the date and time of the bidders' deadline to submit bids.
5. When written bids have been received by the District, by either physical or electronic delivery, they shall be submitted to the Board or its designee, who shall present the lowest responsive bid to the Board for approval or, if the Board's designee is so authorized, approve the bid. The Board or the Board's designee is required to either approve the responsive bid proposing the lowest procurement price, or reject all bids and publish notice for bids, as before.
6. In the event two or more price quotations offered by different licensed public works contractors are the same and represent the lowest responsive bid, the Board or its authorized designee may, in the exercise of its discretion to promote the best interests of the District, accept the one it chooses.

Public Works Procurement, Projects greater than \$200,000: When the Board contemplates procuring public works construction valued in excess of \$200,000, the following procedures shall apply. The purchase of construction services shall be made pursuant to a competitive sealed bid process. The purchase shall be made from the qualified public works contractor submitting the lowest bid price complying with bidding procedures and meeting the pre-qualifications, if any are required, established by the bid documents. The competitive bidding process may follow either of two alternate procedures described in detail below, either Category A, bidding open to all licensed public works contractors; or Category B, bidding open only to licensed public works contractors who satisfy minimum requirements set by the Board or its designee.

Category A: Competitive bidding procedures shall be open to all any licensed public works contractor desiring to bid upon a public works project. For all Category A bids, the Board may consider only the amount bid, the bidder's compliance with administrative requirements of the bidding process, and whether the bidder holds the requisite license. When considering bids meeting

these requirements, the Board shall award the bid to the qualified bidder submitting the lowest responsive bid.

1. The District's request for bids for a Category A procurement shall set a date and place for the public opening of bids. The District shall publish two notices soliciting bids in the District's official newspaper. The first notice shall be published at least two weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven days before the date that bids are scheduled to be opened. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be created by the Board or its designee and shall be made available upon request by any interested bidder which also submits payment of a reasonable plan copy fee.
2. The solicitation shall explain that in the event a bidder has an objection to project specifications or bidding procedures, it must submit a written objection in writing which must be received by the Board or its designee at least three business days before the date and time the bids are scheduled to be opened. The Board or its designee shall respond to all objections in writing and shall provide written copies of the objection and the response to the objecting bidder, and deliver copies to all other bidders known to the District at that time. The Board or its designee may adjust the bidding timeframes if necessary.
3. All bids shall be delivered under sealed cover to the clerk of the Board or other designee identified in the bid solicitation documents provided to bidders by the District. On the cover of the sealed bid, the bidder must include a concise statement generally identifying the project for which the bid is submitted.
4. In the event the Board deems it to be in the best interest of the District to require bidders to provide bid security, it may do so in an amount equal to at least 5% of the amount bid. If the Board requires bid security, no bid may be considered unless it includes adequate bid security in one of the following forms designated by the Board:
 - A. Cash;
 - B. A cashier's check made payable to the District;
 - C. A certified check made payable to the District; or
 - D. A bidder's bond executed by a qualified surety company, made payable to the District.
5. Once submitted to the District, no bid may be withdrawn after the passing of date and time set in the notice for opening of the bids. When sealed bids have been received, they shall be opened in public at a designated place and time, thereafter to be compiled and submitted to the Board for award to the lowest responsive bidder, or, if a designee had been authorized to select the lowest bid, for approval of the award.
6. In the event the successful bidder fails to execute the contract, at the sole discretion of the Board, the bidder's security may be forfeited to the District and the proceeds shall be deposited in a designated fund from which the expenses of procuring substitute performance are paid.
7. In the event the successful bidder refuses or fails to execute the contract, the District may award the contract to the qualified bidder which had submitted the next lowest responsive bid. If the Board awards the contract to the next lowest qualified bidder, the District may apply the lowest qualified bidder's security to the difference between the lowest responsive bid and the next lowest responsive bid. The surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used. The District may retain reasonable administrative costs not to exceed 25% of the amount of the

bidder's security.

8. In its discretion, the Board may reject all bids presented and decide to re-bid the project. Alternatively, the Board may, after finding it to be a fact, pass a resolution declaring that the project sought to be accomplished by the expenditure can be performed more economically by purchasing goods and services on the open market because the project is not a public works project.
9. If the Board chooses to award a competitively bid contract involving the procurement of public works construction to a bidder other than the apparent low bidder, the Board shall, in open session at a duly noticed Board meeting, declare its reason or reasons on the record and shall communicate such reason or reasons in writing to all bidders that submitted a competing bid.
10. In the event a participating bidder objects to the award of the project to a bidder other than the lowest responsive bidder, such bidder shall, within seven calendar days of the date of the Board's award notice, deliver to the Board clerk or designee its written objection to the Board's award, setting forth the express reason or reasons that the Board's award decision is in error. Upon receipt of such objection, the Board shall immediately stay performance of the project until after the Board addresses the contentions raised by the objecting bidder(s). To address the objection(s), the Board shall review its decision and determine whether to affirm its prior award, to modify the award, or to re-bid the project, setting forth its reason or reasons therefor. The Board's review cannot be delegated. After completion of the review process, the Board may proceed as it deems to be in the public's best interest.
11. If two or more identical bids are received, the Board may select the bidder it prefers.
12. If no bids are received, the Board may complete the project by selecting a licensed public works contractor without further competitive bidding procedures.

Category B: When following this procedure, competitive bids may only be submitted by licensed public works contractors which have satisfied the Board's preliminary supplemental qualifications. The solicitation for bids in Category B procurement consist of two stages:

1. An initial stage determining supplemental pre-qualifications for licensed contractors, either prime or specialty contractors; followed by
2. A second stage during which bids are accepted only from prequalified contractors.

The Category B procedure shall be as follows:

1. Notice of the prequalification stage of the Category B competitive bidding process shall be given in the same manner that notice of competitive bidding is provided for a Category A competitive bid request, by providing a specific date and time by which qualifications statements must be received. The Board may establish prequalification standards premised upon demonstrated technical competence; experience constructing similar facilities; prior experience with the District; available nonfinancial resources, equipment, and personnel as they relate to the subject project; as well as the contractor's overall performance history. Such request shall also include the standards the Board will use when evaluating the applicants' qualifications.
2. During the initial stage of the Category B bidding process, licensed contractors desiring to be prequalified to bid on a project must submit a written response to the Board's request for qualifications.

3. The solicitation shall explain that in the event a bidder has an objection to the prequalification procedures, it must submit a written objection which must be received by the Board or its designee at least three business days before the date and time prequalification statements are due. The Board or its designee shall respond to all objections in writing and shall provide the written response to the objecting contractor, and deliver copies to all other contractors seeking to prequalify that are known to the District at that time. The Board or its designee may adjust the bidding timeframes if necessary.
4. After a review of qualification submittals, the District may select licensed contractors that meet the prequalification standards. If any licensed contractor submits a statement of qualifications but is not selected as a qualified bidder, the Board or its designee shall supply a written statement of the reason or reasons why the contractor failed to meet the Board's prequalification standards.
5. The solicitation shall explain that any licensed contractor that fails the prequalification stage can appeal in writing any such determination to the Board within seven days after transmittal of the prequalification results. After reviewing the objection, if the Board sustains the decision that a contractor fails to meet prequalification standards, it shall state its reason or reasons in writing to the contractor. The Board's decision may be appealed to the public works contractor's license board no more than 14 days following the Board's decision. Category B prequalification procedures that are appealed shall be stayed during the pendency of the prequalification appeal until the public works contractor's license board completes its review, but in no instance more than 49 days after the appellate decision of the Board regarding prequalification. Any licensed public works contractor affected by a decision on appeal by the public works contractor's license board may, within 28 days of the final decision, seek judicial review as provided by Idaho Code 67-5201, et seq.
6. Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by the setting of a time, date, and place for the public opening of bids. In circumstances involving prequalified prime contractors, a notice soliciting bids shall be transmitted to prequalified bidders at least 14 days before the date of opening the bids. In circumstances involving prequalified specialty or subordinate contractors, the notice soliciting bids shall be published in the same manner applicable to Category A bids. The notice shall succinctly describe the project to be constructed. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and payment of a reasonable plan copy fee by any eligible bidder.
7. Thereafter, the Board shall proceed with its solicitation of and consideration of bids from prequalified public works contractors in accordance with the procedures set forth above regarding submission and consideration of Category A bids set forth above at Category A paragraphs 2 through 12, inclusive.

Procuring Services or Personal Property, Purchases between \$75,000 and \$150,000

When the Board contemplates an expenditure to purchase or lease personal property or to procure services, other than personal property or services excluded pursuant to section Idaho Code § 67-2803, valued at or in excess of \$75,000 but not to exceed \$150,000, the procurement procedures of this policy shall apply.

1. The Board or its designee shall solicit bids from no fewer than three vendors by written means, either by electronic or physical delivery. The solicitation shall describe the personal property or services to be purchased or leased in sufficient detail to allow a vendor dealing in such goods or services to understand what the District seeks to procure.

2. The solicitation for bids shall describe the electronic or physical delivery method or methods authorized to submit a bid, the date and time by which a bid proposal must be received by the Board or its designee, and shall provide a reasonable time to respond to the solicitation, provided that, except in the event of an emergency, such time shall not be less than three business days.
3. The solicitation shall explain that a vendor's objections to specifications or bid procedures must be in writing and received by the Board or its designee at least one business day before the date and time upon which bids are scheduled to be received.
4. All timely written bids received by the District, whether submitted electronically or by physical delivery, shall be compiled and submitted to the Board or its designee who shall approve the responsive bid proposing the lowest procurement price, or shall reject all bids and publish notice for bids, as before.
5. In the event the Board determines that it is impractical or impossible to obtain three bids for the proposed procurement, the Board may acquire the property or services in the manner the Board deems to be in the District's best interest from a qualified vendor quoting the lowest price. When fewer than three bids are considered, a description of the Board's efforts to procure at least three bids shall be documented in the Board's official records and such documentation shall be maintained for at least six months following the date of the procurement. In the event two or more bids are the same and the lowest responsive bids, the Board or its designee may exercise its discretion and select the bid it deems to be in the District's best interest.

Procuring Services or Personal Property, Purchases greater than \$150,000

When the Board contemplates a purchase or lease of personal property or the hiring of services, other than personal property or services excluded pursuant to Idaho Code § 67-2803, valued in excess of \$150,000, the following procurement procedures shall apply.

1. The purchase or lease shall be made pursuant to an open competitive sealed bid process with the procurement to be made from the qualified bidder submitting the lowest bid price that complies with bidding procedures and meets the specifications for the goods and/or services sought to be procured.
2. The request for bids shall set a date, time, and place for the opening of bids. Two notices soliciting bids shall be published in the official newspaper of the District. The first notice shall be published at least two weeks before the date for opening bids, with the second notice to be published in the succeeding week at least seven days before the date that bids are scheduled to be opened. The notice shall succinctly describe the personal property and/or services to be procured. Copies of specifications, bid forms, bidder's instructions, contract documents, as well as general and special instructions shall be made available upon request by any interested bidder.
3. The notice shall explain that written objections to specifications or bidding procedures must be received by the Board or its designee at least three business days before the date and time upon which bids are scheduled to be opened.
4. If the Board deems it to be in the District's best interest, it may require all bidders to provide bid security in an amount equal to at least 5% of the amount bid. If so required, a bid shall not be considered unless one acceptable form of security is enclosed with it, and it is submitted in a form which substantially complies with the form provided by the District. The Board may require that bid security be provided by means of the following:

- A. Cash;
 - B. A cashier's check made payable to the District;
 - C. A certified check made payable to the District; or
 - D. A bidder's bond executed by a qualified surety company, made payable to the District.
5. No bid received by the District after the time set in the notice for opening of bids may be withdrawn. When sealed bids have been received, they shall be opened in public at a designated place and time. Thereafter the bids are compiled and submitted to the Board for award or, if a designee had been authorized, for approval of the designee's award.
 6. In the event the successful bidder fails to execute the contract, the amount of the bidder's security may be forfeited to the District at the sole discretion of the Board. Thereafter the proceeds may be deposited in a designated fund out of which reasonable expenses incurred in procuring substitute performance are paid.
 7. The Board may, on the refusal or failure of the successful bidder to execute the contract, award the contract to the next lowest qualified bidder. If the Board awards the contract to the next lowest qualified bidder, the amount of the lowest qualified bidder's security may be applied by the Board to the difference between the lowest responsive bid and the next lowest responsive bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used, or to the surety on the bidder's bond if a bond is used. The Board may retain a reasonable administrative cost not to exceed 25% of the amount of the bidder's security.
 8. In its discretion, the Board or its designee may reject all bids presented and re-bid or, after finding it to be a fact; the Board may pass a resolution declaring that the subject goods or services can be procured more economically on the open market.
 9. If the Board chooses to award the contract for delivery of personal property or services to a bidder other than the apparent low bidder, the Board shall first declare in open session at a duly noticed public meeting its reason or reasons for the award and shall communicate such reason or reasons in writing to all bidders that responded to the District's solicitation for bids.
 10. The solicitation shall explain that if any participating bidder objects to the Board's award to a bidder other than the lowest apparent bidder, such bidder shall, within seven calendar days of the date of transmittal of the notice, object in writing to the award and specifically identify the reason or reasons that the Board's award is in error. Thereafter, the Board shall stay performance of the award until after the Board reviews and addresses the bidder's objections. The Board shall then review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid and will identify its reason or reasons therefor. The Board shall not delegate this responsibility. After completion of the review process, the Board may proceed as it deems to be in the public's best interest.
 11. If two or more bids are the same and the lowest responsive bids, the Board or its designee may accept the one it deems to be in the public's best interest.
 12. In its discretion, when the Board purchases goods, it may forgo the above request for bids procedure and may preauthorize the purchase of goods (but not services) at a public auction.

Requests for Proposals: The Board may utilize a request for proposal process as set forth below as an alternative to the competitive bidding process required by the Procuring Services or Personal Property policy subsection set forth above, when the Board contemplates a procurement of goods or services for which the Board determines one or more of the following is true:

1. The submission of fixed specifications by the Board may prevent the discovery of a more cost-effective solution;

2. The specific need to be satisfied by the procurement is amenable to more than one solution;
or
3. Factors other than price will determine the best option for the District to satisfy or solve the District's specific need.

Factors to be Considered: When the Board utilizes the request for proposal process, it may consider the following factors when evaluating the vendor's responses to the request:

1. An innovative solution that is offered;
2. Unique product features;
3. Price;
4. Vendor experience in the market;
5. Financial stability of a vendor;
6. Differences among vendors in their ability to perform contract requirements in a timely or efficient manner;
7. Ability to meet product specifications;
8. Product quality;
9. Product performance records;
10. Past performance by a vendor;
11. Future product maintenance or service requirements; and
12. Product warranties.

Requirements of a Request for Proposals

At a minimum, a request for proposals shall:

1. State the instructions of the process;
2. Identify the scope of work for the goods or services contemplated;
3. Identify the selection criteria;
4. Identify the contract terms; and
5. Identify the scoring methodology applying relative weights to factors considered.

The notification, solicitation, and consideration of contests concerning the award of a procurement contract pursuant to a request for proposal shall be in accordance with the same procedures and requirements set forth in the policy subsection pertaining to Procuring Services or Personal Property, subject to the selection criteria established by the Board at the outset of each such procurement. After the procurement recommendation is made to the Board under the Request for Proposal process described above, the documents and records compiled in the scoring process shall be made available for public inspection.

Legal References

IC § 33-601

IC § 54-1903

IC § 67-2801, et seq.

IC § 74-401 et seq.

Description

School Property - Real and Personal Property –
Acquisition, Use or Disposal of the Same

Unlawful to Engage in Public Works Contracting
Without License – Exemptions

Purchasing by Political Subdivisions

Ethics in Government

Other References

Description

Cross References

Code	Description
7400	Miscellaneous Procurement Standards
7400-P(1)	Miscellaneous Procurement Standards - Federal Award Requirements
7400-P(2)	Miscellaneous Procurement Standards - Procurement Methods Under a Federal Award
7400-P(3)	Miscellaneous Procurement Standards - Requirements and Restrictions for Procurement Under a Federal Award - Competition
7400-P(4)	Miscellaneous Procurement Standards - General Procurement Standards for Federal Awards
7408	Entering into Professional Service Contracts
7409	Acquisition of Real and Personal Property

Board Policy 2000: Instruction Policy Guiding Principles

Status: Draft

Original Adopted Date: June 2104 | **Last Revised Date:** | **Last Reviewed Date:** 06/09/2025

The Board adopts policies governing student instruction. In doing so, the Board prioritizes the following principles, aims, and values:

1. Foster District students' self-discovery, self-awareness, and self-discipline;
2. Cultivate in students a love of learning;
3. Help students develop sensitivity to the needs and values of others as well as awareness of and appreciation for cultural diversity as well as individual group differences;
4. Stimulate intellectual curiosity and growth;
5. Equip students with the literacy skills they will need throughout their K-12 education and beyond;
6. Ensure students have the knowledge and skills they need in science, technology, engineering, mathematics (STEM), and career/technical fields;
7. Set high academic expectations for all students.
8. Provide fundamental instruction in career concepts and skills;
9. Prepare students to succeed in post-secondary education and in self-directed lifelong learning;
10. Ensure students are taught the adult living skills they will need to thrive;
11. Support students in developing the knowledge and abilities they will need to achieve their goals;
12. Provide opportunities for each student to strive for excellence and instill a desire to reach their fullest potential;
13. The Board will work to improve student achievement and help each student achieve at a high level;
14. Ensure students develop the social and emotional skills necessary to understand and manage their emotions, achieve their goals, and build positive relationships with others;
15. Ensure students master critical thinking skills and equip students to be informed and contributing citizens;
16. Ensure instruction is free of any sexual, cultural, ethnic, or religious bias;
17. Meet the needs of all students, regardless of factors such as the following;
 - A. Race
 - B. Color;
 - C. National origin or ancestry;
 - D. Sex, gender identity, or sexual orientation;
 - E. Ethnicity;
 - F. Age;
 - G. Language barrier;
 - H. Religious beliefs;
 - I. Disability;
 - J. Economic or social conditions; or
 - K. Actual or potential marital or parental status; or
 - L. Status as a homeless child;

18. Involve parents/guardians in the education of their child;
19. Provide parents with a voice in setting the District's instructional aims and approaches; and
20. Tailor planning, instruction, and assessment to serve each student's needs, strengths, and interests.

Cross References

Code

2100

Description

Curriculum Development and Assessment

Board Policy 2100: Curriculum Development and Assessment**Status: ADOPTED****Original Adopted Date:** 06/2014 | **Last Revised Date** 08/2020 | **Last Reviewed Date:** 06/09/2025

The Board is responsible for curriculum adoption 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 is responsible for making curriculum recommendations. The curriculum shall be designed to accomplish the learning objectives and goals for excellence consistent with the District's educational philosophy, mission statement, objectives, and goals.

Development and Assessment

A written, sequential curriculum shall be developed for each subject area. The curricula shall address learner goals, content and program area performance standards, and District education goals; and shall be constructed to include such parts of education as content, skills, and thinking. A curriculum review cycle and timelines 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 assessments that are consistent with the goals of the education program.

In all program areas and at all levels, the District shall assess student progress toward achieving learner 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 such progress. This may include, but is not limited to:

1. Standardized tests;
2. Criterion-referenced tests;
3. Teacher-made tests;
4. Ongoing classroom evaluation;
5. Actual communication assessments such as writing, speaking, and listening assessments;
6. End of course assessments;
7. Samples of student work and/or narrative reports passed from grade to grade;
8. Samples of students' creative and/or performance work; and
9. Surveys of carry-over skills to other program areas and outside of school.

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

Legal References

IC § 33-1601, et seq.

Description

Courses of Instruction

IC § 33-512A

District Trustees - District Curricular Materials Adoption
Committees

IDAPA 08.02.01

State Board of Education - Rules Governing
Administration

Cross References

Code

Description

2000

Instruction Policy Guiding Principles

2800

Objectives

4160

Parents Right-to-Know Notices

7310

Advertising in Schools/Revenue Enhancement

Board Policy 2110: Lesson Plan

Status: Draft

Original Adopted Date: 07/2016 | **Last Revised Date** | **Last Reviewed Date:** 06/09/2025

To ensure proper planning and continuity of instruction, the Board requires each teacher to prepare daily lesson plans for instruction. **To facilitate more effective instruction, lesson plans shall be prepared by Sunday for the upcoming week's lessons. The format for the lesson plan will be specified and reviewed by the building principal weekly. The plans must be readily available when a substitute teacher is needed.**

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and
3. The daily activities that address the needs of students.

Planning should include:

1. Statements 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, challenging, and continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

Board Policy 2200: School Year, Calendar, and Instructional Hours **Status: ADOPTED**

Original Adopted Date: 07/01/2023 | **Last Reviewed Date:** 06/09/2025

School Fiscal Year

The fiscal year of the school is from July 1 to June 30.

School Calendar

The Board annually shall establish the dates for opening and closing classes, teacher inservices, the length and dates of vacation, and the days designated as legal school holidays.

Holidays and Commemorative Days

School holidays shall include New Year’s Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day.

For those commemorative days designated in I.C. § 73-108 that fall on a school day, the teachers and students shall devote a portion of the day to the observance of that holiday.

Instructional Hours

The District shall provide the minimum number of instructional hours for students at each grade level as follows:

1. Kindergarten: 450 hours;
2. Grades 1-3: 810 hours;
3. Grades 4-8: 900 hours; and
4. Grades 9-12: 990 hours.

Teacher Inservice Days

Not more than 22 hours may be utilized for inservice teacher activities.

Legal References

IC § 33-512

IC § 33-701

IDAPA 08.02.01.250.01

IDAPA 08.02.01.250.03

Description

District Trustees - Governance of Schools

Fiscal Year – Payment and Accounting of Funds

Required Instructional Time

Day in Session When Counting Pupils in Attendance

Procedure 2210-P(1): School Closure - Weather-Related School Closure

Status: ADOPTED

Original Adopted Date: 07/01/2023 | **Last Reviewed Date:** 06/09/2025

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 AM and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators.

Work Schedules and Responsibilities for School Closures

Superintendent: Only the Superintendent shall have the authority to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Superintendent.

Building-Level Administrators Maintenance Director Transportation Director: All building-level administrators and non-teaching "exempt" personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian in so far as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school (in the event that school has been closed) is properly and safely cared for and returned home. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day shall then adjust his or her work year by memorandum to the Superintendent by the number of hours not worked on the day or days of school closure.

12 Month Classified Employees: In the event of a school closure, 12 month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Superintendent.

Aides, Food Service Workers, and Other Nine Month Classified Employees: These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, nine month employees should not report for duty unless otherwise directed by their immediate supervisor or the Superintendent.

Teachers, Including Teachers, Librarians, Psychologists, and Counselors: If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed

otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Legal References

IC § 33-512

Description

District Trustees - Governance of Schools

Cross References**Code**

8120

Description

Bus Routes, Stops, and Non-Transportation Zones

**Procedure 2210-P(2): School Closure - Health Emergency Related
School Closure**

Status: ADOPTED

Original Adopted Date: 07/01/2021 | **Last Reviewed Date:** 06/09/2025

The Superintendent may choose to temporarily close any school within the District if he or she determines it is necessary to do so to protect student or personnel health or safety. The Superintendent may close the school for up to 4 days. Any closure of greater length may only be approved by the Board. Likewise the decision to reopen the school following a closure of more than 4 days may only be approved by the Board. Such decision shall be made in coordination with local health officials.

The Superintendent shall determine whether or not instruction should be provided remotely or via a blended in-person/remote model based, in part, on the anticipated length of the closure. In the event of a closure, the Superintendent shall work with the Board Chair to inform the board of the closure and the board will approve the closure at the next regular meeting.

The Superintendent shall consider at least the following in determining whether to close a school or schools:

1. Any guidance provided by the local health district;
2. Whether a person known to be infected with a contagious or infectious disease has been in the school building.
3. If the school has 30% or more of the students absent due to a health related concern the Superintendent may close school. This will be determined at each school level Elementary and Secondary.

The Superintendent shall contact local media to report any decision to close a school and shall inform impacted employees and parents/guardians of impacted students by the Dietrich School Districts Alert Sense

Work Schedules and Responsibilities for School Closures

The Superintendent shall determine which employees must report to work during a closure and whether they should do so remotely or in person.

Legal References

IC § 33-512

Description

District Trustees - Governance of Schools

Cross References

Code

Description

Board Policy 2230: Grade Organization

Status: ADOPTED

Original Adopted Date: 07/01/2023 | **Last Reviewed Date:** 06/09/2025

The District has instructional levels for grades kindergarten through 12. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Instructional programs shall be coordinated between each grade and between levels of schools.

A student will be assigned to an instructional group or a classroom that will best serve the needs of that individual while still considering the rights and needs of other students. Factors to be considered in classroom assignments are:

1. Class size;
2. Peer relations;
3. Student/teacher relations;
4. Instructional style of individual teachers; and
5. Any other variables that will affect the performance of the student.

The criteria for grouping should be based upon the learning goals and objectives being addressed and the student's ability to achieve those purposes.

Legal References

IC § 33-302

Description

Classification of School Districts

Board Policy 2315: Physical Activity Opportunities and Physical Education

Status: ADOPTED

Original Adopted Date: 12/01/2019 | **Last Revised Date:** 01/03/2025 | **Last Reviewed Date:** 06/09/2025

Daily Physical Education (PE) K-12

All students in grades K-12, including students with disabilities, special healthcare needs, and those in alternative educational settings, will receive daily physical education (PE) (or its equivalent) for the entire school year. The District shall strive to provide an amount of PE instruction consistent with the NASPE recommendations, to the extent feasible. All PE will be taught by a certified PE teacher. Students will spend at least 50 percent of PE class time participating in moderate to vigorous physical activity.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity, at least 60 minutes per day, and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond PE class. Toward that end:

1. Classroom health education will complement PE by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities;
2. Opportunities for physical activity will be incorporated into other subject lessons; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate

Daily Recess

All elementary school students will have at least 20 minutes each day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they will be encouraged to stand and be moderately active.

Physical Activity and Punishment

Teachers and Substitutes will not use physical activity, such as running laps or push-ups, as a form of punishment. Exceptions are for PE teachers and coaches .

Legal References

IC § 33-512

Description

District Trustees - Governance of Schools

Cross References**Code**

2310

DescriptionNutrition Education

2320

Health Enhancement Education

8200

Local School Wellness

Board Policy 2395: Idaho Digital Learning Academy Classes

Status: Draft

Original Adopted Date: 05/2014 | Last Reviewed Date: 06/09/2025

The Idaho Digital Learning Academy (IDLA) is a legislatively created virtual school designed to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. IDLA offers educational opportunities that meet students' changing needs and grants students the flexibility of learning anytime, anyplace, and at a pace that meets their individual learning styles.

The District will use IDLA classes to supplement its curriculum and to provide remedial academic support.

Site Coordinator

The District will provide an individual, employed by the District, as a site coordinator. The site coordinator is to regularly motivate students and monitor their progress. The role of the site coordinator is to:

1. Advise students on appropriate courses for registration;
2. Ensure that students are completing work on a timely basis, including checking grades online every three weeks;
3. Proctor final exams; and
4. Facilitate communications with students' parents/guardians regarding course progress and the IDLA instructor.

Additionally, the site coordinator is a contact for the IDLA instructor and IDLA staff. A site coordinator shall be assigned to each building, or as an alternative, to each District. Anyone selected as a District site coordinator shall successfully complete the IDLA online Site Coordinator Course. The cost of the IDLA online Site Coordinator Course shall be paid by the District.

Student and Course Selection

District administrators, counselors, and teachers will identify those students who will benefit from IDLA classes.

At the discretion of the principal or designee, students may be selected to take IDLA courses if they:

1. Need to make up credits in order to graduate on schedule;
2. Are eligible for hospital or homebound programs;
3. Are interested in advanced placement or dual credit courses;
4. Want to supplement their curriculum by taking courses not offered at their school;
5. Have scheduling conflicts;
6. Want to accelerate their academic program by taking additional courses to facilitate early graduation; or
7. Are excused from being physically present on the campus of their school of record for an extended period of time.

Students shall be denied the privilege of IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes. In order to be eligible to enroll in an IDLA class students will be required to have a 70% or higher in all courses in the previous semester. If a student has been charged with academic dishonesty they are ineligible for any IDLA course the next semester. If there is a second offense the privilege to take any IDLA course shall be revoked for the student.

The parent/guardian, student, and principal or designee must confer and agree that the course(s) selected is/are academically and developmentally appropriate for the student and that all prerequisites as determined by the student's school of record have been completed before registration in an IDLA course. Parent signature will be required for any online course that will be approved for any student within the school district.

Ethical Conduct

Any student attending classes through IDLA shall adhere to the District's Acceptable Use of Electronic Networks policies and any acceptable use policy implemented by IDLA. Additionally, the student and the student's parent/guardian shall agree to abide by the District's and IDLA's policies prior to IDLA classes beginning.

In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District. The District shall take any disciplinary measures necessary as provided in District policy.

Tuition and Fees

The District shall abide by the IDLA Fees Policy Statement provided by IDLA. The District shall pay the IDLA cost associated with students who take IDLA classes as part of their normal school day. The District will pay the tuition and registration fees for eligible students, including the cost of classes taken for credit recovery or as a retake or remedial course unless the District offers the course directly and the student makes a personal choice to take the course through IDLA instead of the District's offering.

If the student is enrolled in six or more credits or sufficient classes to qualify as full time in a District high school, the student is responsible for all tuition and registration fees to be paid to IDLA associated with over-enrollment. In other words, if the student has made a personal choice to take more than a full course-load of classes for credit, such is the personal choice and personal cost of the student/family of student.

The student shall also be responsible for any tuition or registration fees for a course taken through IDLA which was offered by the District directly but taken via IDLA at the student's preference. Students will not be enrolled in any IDLA course that they will need to pay for until the School District has received the funds for the course.

Grading

IDLA provides a percentage grade to the Districts. The District transcribes the credit. The grade received from any IDLA class will be averaged into the student's GPA. The student will be granted

high school credit when earned through the IDLA. Grade percentages in courses shall be based on such criteria as mastery of the subject, demonstrated competency, and meeting the standards set for each course.

Advanced Placement Designation on Transcript

If a student of the District takes an IDLA class, the District will specify on the student's transcript that the advanced placement course was taken through IDLA. The purpose for this is to ensure that the student's transcript reflects an approved provider of the advanced placement course, such as IDLA.

For all other requirements regarding IDLA, please refer to the Idaho Digital Learning Academy.

Policy Note: Some information to develop this policy was provided by the Idaho Digital Learning Academy.

Legal References

463 P.2d 935 (Idaho, 1970).

IC § 33-5502

IC § 33-5505

Description

Paulson v. Minidoka School District No. 331

Creation — Legislative Findings — Goal

Definitions

Cross References

Code

3270

Description

[District-Provided Access to Electronic Information, Services, and Networks](#)

3270-P(1)

[District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks](#)

3270-F(1)

[District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT](#)

Board Policy 3040: Compulsory Attendance

Status: ADOPTED

Original Adopted Date: 07/01/2023 | **Last Reviewed Date:** 06/09/2025

The parent or guardian of any child who has attained the age of seven years, but not the age of 16 years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session.

-Idaho Code § 33-202

Attendance

Parents or guardians are required to have children ages seven through 16 enrolled in and attending a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho, per Idaho Code 33-202 through 205.

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to ensure comparability of services at all other schools.

Whenever it is determined by the Board or the Board's designee under the provisions of due process of law that the parents/guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal References

IC § 33-201

Description

Attendance at Schools - School Age

IC § 33-202

Attendance at Schools - School Attendance Compulsory

IC § 33-207

Attendance at Schools - Proceedings Against Parents or Guardians

Id. Const. art. IX, § 9

Compulsory Attendance at School

Dietrich School District No. 314

3050

STUDENTS

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

No credit will be granted to students missing more than 10 days per semester. The administration shall adjudicate absences where the total number of days is brought below 11 days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular;
2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
3. Subpoenas to appear in court or court-ordered, out-of-District placements for special services; and
4. Illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 10 day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or

any others not mentioned which are unacceptable.

Each student must be enrolled in a minimum of 4 periods of in person classes at the Dietrich School District per semester.. If a student is taking IDLA classes they can be counted as an in person class if the student is here for the class period in the schools IDLA classroom.

Exception to this rule is if they are attending in person campus at another school, college or university. If a student is working on a work release program and working on a professional certificate.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33- 204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration- approved absence, an adequate acceptable excuse must be provided within two (2) school days following return to school; otherwise, the absence is classified as unexcused. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age eighteen (18) with a current signed parent consent form on file, who may speak for themselves.

Any student who is a truant for the first time will have the parent contacted and serve detention. The second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension. Four truanies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Tardy

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

Attendance Appeal Process

If a student has lost credit due to excessive absences and the parent or guardian feels there is an extenuating circumstance, he or she may appeal to the Board of Trustees.

In reviewing written documentation during the appeal hearing, the Board of Trustees will consider the following:

1. Attendance for the preceding semester and/or year;
2. Grade(s) earned in the class(es) where credit was lost and other grades;
3. Made-up work completed and the student's attitude toward school; and
4. Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School I.C.

§ 33-202 School Attendance Compulsory

I.C. § 33-204 Exemption for Cause

I.C. § 33-205 Denial of School Attendance

I.C. § 33-207 Proceedings Against Parents or Guardians

Policy History:

Adopted on: July 2014

Revised on:

Board Policy 3330: Student Discipline

Status: ADOPTED

Original Adopted Date: 07/01/2021 | Last Reviewed Date: 06/09/2025

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

1. Habitual truancy;
2. Incurability;
3. Academic dishonesty;
4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
6. Using, possessing, distributing, purchasing, or selling tobacco products;
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession;
8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession;
9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
10. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy;
11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
12. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;
13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property;
15. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or which is disruptive to the educational environment;

16. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in Idaho Code;
18. Initiations;
19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school;
20. Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

Traditional Disciplinary Measures

Traditional disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police;
8. Temporary removal from the classroom;
9. Meeting with the student and the student's parents; and
10. Restitution for damages to school property.

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

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling;
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plan;
10. Corrective instruction or other relevant learning or service experience;
11. Community service; and
12. In-school detention or suspension which may take place during lunchtime, after school, or on weekends.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

Disciplining Students on Individual Education or Section 504 Plans

The District shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be expelled for a definite period of time of at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

Possession of a Weapon on School Property – Misdemeanor

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

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in United States Code. Such term does not include a pocket knife with a blade of less than 2 ½ inches in length. and
2. "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

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

This section of this policy does not apply to:

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

Delegation of Authority

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

Nondiscrimination

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child;
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the District. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

The Board shall review this policy annually.

Legal References	Description
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973
IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1224	Powers and Duties of Teachers
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development

IC § 33-205

IDAPA 08.02.03.109.05

IDAPA 08.02.03.160

Other References

Office of Civil Rights

Denial of School Attendance

Special Education

Safe Environment and Discipline

Description

Dear Colleague Letter on the Nondiscriminatory
Administration of School Discipline

Cross References

Code

3085

3085-P(1)

3085-F(1)

3085-F(2)

3200

3270

3270-P(1)

3270-F(1)

3295

3295-P(1)

3295-F(1)

3300

3305

Description

[Sexual Harassment, Discrimination, and Retaliation
Policy](#)

[Sexual Harassment, Discrimination, and Retaliation
Policy - Title IX Sexual Harassment Grievance Procedure,
Requirements, and Definitions](#)

[Sexual Harassment, Discrimination, and Retaliation
Policy - Notice of Investigation & Allegation Template](#)

[Sexual Harassment, Discrimination, and Retaliation
Policy - Reporting Form for Students](#)

[Student Rights and Responsibilities](#)

[District-Provided Access to Electronic Information,
Services, and Networks](#)

[District-Provided Access to Electronic Information,
Services, and Networks - Acceptable Use of Electronic
Networks](#)

[District-Provided Access to Electronic Information,
Services, and Networks - INTERNET ACCESS
CONDUCT AGREEMENT](#)

[Hazing, Harassment, Intimidation, Bullying, and Cyber
Bullying](#)

[Hazing, Harassment, Intimidation, Bullying, and Cyber
Bullying](#)

[Hazing, Harassment, Intimidation, Bullying, and Cyber
Bullying - COMPLAINT FORM](#)

[Drug Free School Zone](#)

[Prohibition of Tobacco Possession and Use](#)

3320	<u>Substance and Alcohol Abuse</u>
3340	<u>Corrective Actions and Punishment</u>
3340-P(1)	<u>Corrective Actions and Punishment</u>
4140	<u>Visitors to the Schools</u>
4300	<u>Conduct on School Property</u>
4320	<u>Disruption of School Operations</u>
5265	<u>Employee Responsibilities Regarding Student Harassment</u>
8140	<u>Student Conduct on Buses</u>

Board Policy 3380: Extracurricular and Co-curricular Participation Policy **Status: ADOPTED**

Original Adopted Date: 07/01/2023 | **Last Reviewed Date:** 06/09/2025

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right, as pursuant to Idaho Code. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

“Extracurricular Activities” means District and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including (but not limited to) athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are District and/or school authorized activities held in conjunction with a for-credit class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band, or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, or associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices and meetings; however, the principal or designee may deem it necessary for students to be withheld from practices or meetings for the duration of the suspension.

“Controlled Substances” include (but are not limited to) opiates; opium derivatives; hallucinogenic substances, including cocaine; and cannabis and synthetic equivalents or the substances contained in the plant; any material, compound mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is intended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or

otherwise introducing into the human body a controlled substance as defined in this policy.

"Emergency Activity Suspension" is defined as imposition of an activity suspension by a principal or his or her designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

"Event" is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, and competitions. "Event" is also defined as any band or choir performance(s).

"Knowingly Present" shall mean that a student attended a gathering of two or more individuals at which one or more of the attendees other than the student at issue were using or in possession of drug paraphernalia, controlled substances, drugs, pornography, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

"Minor Infraction" shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

"Major Infraction" shall mean a material or substantial deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse, hazing, fighting, and refusal of a student to identify him or herself to school personnel upon request.

"On any school premises or at any school sponsored activity, regardless of location" includes, but not is limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. "On any school premises or at any school sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

"Scholastic Year" is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

"School Days" include only those days when school is in session.

Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity, students must maintain a 2.0 GPA. If they do not have a 2.0, they shall be placed on probation for two weeks and can bring up their grade and receive a written slip from the teacher or teachers of their passing work. If, after the probationary period, they do not have a GPA of at least 2.0, they shall not be allowed to take part in any extracurricular or co-curricular activity until they have a GPA of at least 2.0.

Extracurricular or Co-curricular activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when

students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have their co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

1. **Activity Suspension as a Result of a School Suspension:** A student will be immediately suspended from all extracurricular and co-curricular activities when he or she receives a suspension from school, not including an in-school detention, for any reason.

Consequences:

- A. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension; and
 - B. This type of activity suspension cannot be appealed.
2. **Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity:** A student may be suspended from an extracurricular or co-curricular activity when he or she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Principal.

Consequences:

- A. The incident will be reviewed pursuant to the Informal Hearing Process at Section 5 of this policy;
 - B. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only; and
 - C. If the activity suspension exceeds nine school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section 7 of this policy.
2. **Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year:** A student may be suspended from extracurricular and co-curricular activities when he or she has been arrested or it reasonably appears to the District that he or she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year, in any of the following ways: attempting to secure or purchase; using, or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Consequences:

A. Knowingly Present

- I. First Violation: When a student violates the "knowingly present" prohibition of this policy for the first time during a scholastic year, the school resource officer ("SRO"), principal, or athletic director:
 - a. Will hold a conference with the student;
 - b. Will notify the student's parent/guardian and the student of the violation;
 - c. May arrange a conference with the parent/guardian and the student; and
 - d. Will inform the student and parent/guardian of consequences for future violations of the policy.
- II. Second Violation: When a student violates this "knowingly present" prohibition of this policy for the second time during a scholastic year, he or she is subject to the consequences outlined below in part 3.B "Other Violations" of the policy.

B. Other Violations

- I. The incident will be reviewed pursuant to the Informal Hearing Process in Section 5 of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of 21 calendar days.
- II. The suspension will be reduced to a 14 calendar day period if:
 - a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor; or
 - b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes
 - i. A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
 - ii. A drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
- III. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
- IV. If the student notifies school personnel (self-reports) concerning his or her criminal conduct or drug use prior to the personnel's knowledge of the incident(s), the principal or athletic director may reduce the length of the activity suspension.
- V. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.

- VI. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
 - VII. The parent/guardian may request an appeal as outlined in the Appeal Process at Section 7 of this policy, with either a first or second offense.
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- 2. **Infractions Which Occur in Out-of-School Trips:** During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use, or a major infraction, the authorized person will notify the parent/guardian, and ask him or her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.
 - 3. **Informal Hearing Process:** Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.
 - 4. **Student travel to or from an extracurricular or co-curricular activity:** Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

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

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

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

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

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

7. Appeal Process:

- A. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to extracurricular or co-curricular activities exceeds nine school days.
 - B. The parent/guardian must request an appeal in writing within two school days from the notification of the activity suspension decision.
 - C. The Superintendent will appoint a three member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five school days of the request.
 - D. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
 - E. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two school days of the panel's decision.
 - F. The panel's determination is final, and is not appealable to the Superintendent or Board of Trustees.
8. Elementary Students: Students in kindergarten through sixth grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

Legal References

IC § 33-512(12)

Description

Governance of Schools – Governance of Schools – Board of Trustees Authorized to Supervise and Regulate Certain Extracurricular Activities

Cross References

Code

8105

8105-P(1)

8105-F(1)

Description

[Extracurricular Transportation](#)

[Extracurricular Transportation - Discipline](#)

[Extracurricular Transportation - Extracurricular Transportation Liability Waiver](#)

**Procedure 3570-P(1): Student Records - Maintenance of School
Student Records**

Status: ADOPTED

Original Adopted Date: 06/01/2023 | **Last Revised Date:** 04/13/2025 | **Last Reviewed Date:**
06/09/2025

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. Items 1 through 7 must be included.

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier issued and assigned by the State Department of Education;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and
17. Disciplinary records information.

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript;
3. Graduation date;
4. [OPTIONAL: OTHER]

~~The information described above shall be maintained in student records permanently.~~ Other content of the student record shall be maintained for a period of [seven years or LONGER PERIOD OF TIME] after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

[SELECT ONE] Records for a special education student with disabilities who graduates or permanently withdraws from the District, may not be destroyed until such time or when the District has been given written consent from the parent(s) and/or adult former student to destroy the records or transfer the records to the parent(s) or to the student if the student has succeeded to the rights of the parents. Such written records of individual students are confidential and shall be shredded under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager should maintain a log that documents the date of destruction or release of records.

OR

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

~~The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or local educational agency (LEA) or upon return to a school district or LEA after an absence no matter the length of absence.~~

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.
2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

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

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. ~~Additionally,~~ the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental

Affidavit for Educational Records attesting to the student's dependent status.

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

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

- A. Uses the personal information only for the authorized purpose;
 - B. Protects the personal information from further unauthorized disclosures or other uses; and
 - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.
5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.
 6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
 7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
 8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be

released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.
12. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.
14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
 - A. Information released or made accessible;
 - B. The name and signature of the records custodian;
 - C. The name and position of the person requesting the release or access;
 - D. The legitimate interests the parties had in requesting or obtaining the information;
 - E. The date of the release or grant of access;
 - F. A copy of any consent to such release; and
 - G. Any additional information required by State or federal law.

Directory Information

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

1. Name;
2. Grade level;
3. Parents'/guardians' names and addresses;
4. Academic awards, degrees, and honors;
5. Information in relation to school-sponsored activities, organizations, and athletics;
6. Major field of study;
7. Period of attendance in school; and
8. **(OPTIONAL) A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.**

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

Military Recruiters/Institutions of Higher Education

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

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades; and
2. References to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school.

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, ~~They~~ the parent/guardian has ~~have~~ the right to request a hearing at which each party has:

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

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Legal References

20 USC Section 1232g, et seq.

34 CFR Part 99

IC § 33-133

IC § 33-209

IC § 33-6001

IC § 33-717A

Description

Family Educational Rights and Privacy Act (FERPA)

Implementing FERPA

Idaho Student Data Accessibility, Transparency, and Accountability Act – Definitions – Student Data – Use and Limitations – Penalties

Attendance at Schools – Transfer of Student Records – Duties

Parental Rights

Divorce Actions – Parents' Access to Records and Information

Cross References**Code**

2500

2500-F(1)

3560

3575

3620

4170

4260

4260-F(1)

8605

9550

Description

[Library Materials](#)

[Library Materials](#)

[Video Surveillance](#)

[Student Data Privacy and Security](#)

[Transfer of Student Records](#)

[District or School Operated Social Media](#)

[Records Available to Public](#)

[Records Available to Public - Request for Public Records](#)

[Retention of District Records](#)

[Cybersecurity & Data Breach Response Policy](#)

STUDENTS

3570F1

Student Records

Notification to Parents' and Student's of Rights Concerning a Student's School Records

This notification will be distributed annually and may be distributed by any means likely to reach the parent(s)/guardian(s). The District shall effectively notify parents and eligible students who ~~are disabled~~ have a disability and those whose primary or home language is not English. To be in compliance, this form must be distributed with a copy of Procedure 3570P Student Records.

The District will maintain a record for each student that shall contain the information listed in the attached copy of Procedure 3570P, ~~including but not limited to the following.~~

~~¶~~

~~Birth certificate;~~

~~Proof of residency;~~

~~Unique student identifier;~~

~~Basic identifying information;~~

~~Academic transcripts;~~

~~Immunization records, including exemption documentation;~~

~~Attendance record;~~

~~Intelligence and aptitude scores;~~

~~Psychological reports;~~

~~Achievement test results;~~

~~Participation in extracurricular activities;~~

~~Honors and awards;~~

~~Special education records (maintained pursuant to IDEA requirements);~~

~~Verified reports or information from non-educational persons;~~

~~Verified information of clear relevance to the student's education;~~

~~Log pertaining to release of this record; and~~

~~Disciplinary information.~~

Family Educational Rights and Privacy Act (FERPA)

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

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

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to

inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

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

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

When the student reaches 18 years of age ~~or meets other criteria specified in Procedure 3570P, or is attending an institution of post secondary education,~~ all rights and privileges accorded to the parent become exclusively those of the student.

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper ~~as described in Procedure 3570P. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.~~ ¶

¶

~~If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.~~

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

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

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

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person ~~as to whom disclosure is~~ specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge ~~such the~~ records. ~~The right to challenge school student records does not apply to:~~

~~¶~~
~~Academic grades of their child; or~~
~~references to expulsions or out-of-school suspensions~~

~~¶~~
~~if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.~~

Disclosure is also permitted without consent ~~for to: any person for~~ research, statistical reporting, or planning ~~purposes as described in Procedure 3070P; provided that no student or parent(s)/guardian(s) can be identified;~~

~~Disclosure is also permitted without consent to~~ any person named in a court order ~~ordering such release;~~ and ~~to~~ appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students. ~~Directory information is defined in the attached copy of Procedure 3570P; limited to:~~

~~¶~~
~~Name;~~
~~Grade level;~~
~~Parents'/guardians' names and addresses;~~
~~Academic awards, degrees, and honors;~~
~~Information in relation to school-sponsored activities, organizations, and athletics;~~
~~Major field of study;~~
~~Period of attendance in school;~~
~~(OPTIONAL) A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements or for any District informational or promotional use on its social media or other publications.~~

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

period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

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

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

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

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

The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

Original Adopted Date: 10/01/2022 | **Last Revised Date:** 11/01/2023 | **Last Reviewed Date:** 06/09/2025

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature.

The District's professional educators are required to comply with the most current version of the Code of Ethics provided in IDAPA 08.02.02.076.

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

Legal References

IC § 33-1208

Description

Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate — Grounds

IC § 33-1208A

Teachers — Reporting Requirements and Immunity

IC § 33-1209

Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate

IC § 33-5204A

Applicability of Professional Codes and Standards – Limitations upon Authority

IC § 33-5206(6)

Requirements and Prohibitions of a Public Charter School

IDAPA 08.02.02.076

Code of Ethics for Idaho Professional Educators

IDAPA 08.02.02.077

Definitions for Use with the Code of Ethics for Idaho Professional Educators

IDAPA 08.02.04.300

Public Charter School Responsibilities

Cross References

Code

4170

Description

[District or School Operated Social Media](#)

5275

[Adult Sexual Misconduct](#)

Dietrich School District No. 314

5400

PERSONNEL

Leaves of Absence

The Board believes that the provision of leaves helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting, or at a special meeting should the next regularly scheduled Board meeting not be within a period of twenty-one (21) days from the date of such action.

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, parent, Child, sibling, grandparents a or grandchild including any step or in law relationships.. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate when a teacher or employee is in a paid status. Utilizing accrued sick leave places the employee in paid status. Unpaid leave of absence or unpaid sick leave does not place the employee in paid status and the employee will not accumulate seniority. There is no accrual of sick leave during paid or unpaid leaves of absence.

Accrual of Unused Sick Leave

Employees may accrue up to one hundred eighty (180) days of unused sick leave. Upon

retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

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, parent, Child, sibling, grandparents or grandchild including any step or in law relationships. 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.

If an employee or employees spouse experiences a miscarriage, bereavement leave will be allowed. Employees cannot access bereavement leave for miscarriage for other family members. Dietrich School District reserves the right to request a doctors note.

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.

Legal Reference: 42 USC 2000(e) Equal Employment Opportunities I.C. §
33-513 Professional Personnel
I.C. § 33-1216 *et seq.* Sick and Other Leave

I.C. § 33-1228 Severance Allowance at Retirement

Policy History:

Adopted on: July 2014

Revised on: July 2018

Board Policy 8185: Use of Wireless Communication Devices by Bus Drivers **Status: ADOPTED**

Original Adopted Date: 12/01/2014 | **Last Reviewed Date:** 06/09/2025

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

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

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

Under usual circumstances, use of District owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children from home to school, from school to school, from school to home, and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. Where a cellular telephone is owned by the District and used as a two-way radio; and
4. When the school bus is parked.

Bus drivers may not use hands-free devices, unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to District business while on duty.

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

Legal References

49 CFR 392.82

Description

Wireless Communication Devices

Dietrich School District #314

Board Policy 5430 : Personnel

Status: Approved

Original Adopted Date: 08/2015 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

Insurance Benefits for Employees/ Trustees

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

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

The District shall provide a healthcare plan on a continuous, twelve month basis for all eligible employees. The District will fund up to \$850.00 per month for all eligible full time employees (classified who work thirty (30) hours or more per week and certificated contracted for 0.75 FTE or greater), to be used towards District health, dental, and vision insurance monthly premiums. The District will fund 3.00 per employee for District life Insurance policy.

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

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

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

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

Policy History:

Adopted on: June 2015

Revised on: July 2022

Reviewed on:

Board Policy 5825: Evaluation of School Bus Drivers**Status:** Approved

Original Adopted Date: 08/2020 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

Each school bus driver shall be evaluated annually by the transportation supervisor or the District's school bus driver trainer for the purpose of assessing driver performance. This evaluation shall be conducted in accordance with Policy 5820, and may use the model driver evaluation procedure and form provided by the State Department of Education's Transportation Department.

The completed evaluation and any rebuttal attached by the driver shall be retained in the driver's personnel file.

Legal References

IC § 33-517

IC § 33-518

Description

Non-Certificated Personnel

Employee Personnel Files

Other References

Idaho State Department of Education

Specifications & Procedures

DescriptionStandards for Idaho School Buses and Operations

National School Transportation Specifications & Procedures, Identification and Evaluation of School Bus Route and Hazard Marking Systems

Cross References**Code**

5205

5800

5800-P(1)

5820

DescriptionJob DescriptionsClassified Employment, Assignment, and Grievance

Classified Employment, Assignment, and Grievance -
Classified Employee Grievance Procedure

Evaluation of Non-Certificated Staff

Board Policy 8100: Transportation

Status: Approved

Original Adopted Date: 05/2016 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

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

Requirements

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

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home¹ and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless Students

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Foster Children

The Superintendent or designee shall implement the requirements for ensuring educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest). Transportation will be provided, arranged, and funded for the duration of time in foster care. These procedures must ensure the following:

1. Children in foster care who need transportation to their school of origin will receive that transportation promptly and in a reasonable and cost effective manner. and;
2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
 - A. The local child welfare agency agrees to reimburse the District for the cost of this transportation;
 - B. The District agrees to pay for the cost of such transportation; or
 - C. The District and the local child welfare agency agree to share the cost of this transportation.

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. This training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Previous documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Superintendent or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

The District shall include student transportation operations in District disaster and emergency preparedness plans and shall ensure school bus drivers are provided with training on the disaster and emergency preparedness plans.

Legal References

20 USC § 6312(c)

IC § 33-1501

IC § 33-1503

IDAPA 08.02.03.109

Description

Every Student Succeeds Act Standards for School Buses and Operations

Transportation Authorized

Payments when Transportation Not Furnished

Special Education

Other References

Federal Highway Safety

Description

Guideline 17

Idaho State Department of Education [Standards for Idaho School Buses and Operations](#)

Idaho State Department of Education Idaho's School Bus Driver Training - Classroom Curriculum

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

3060

[Education of Homeless Children](#)

8105

[Extracurricular Transportation](#)

8105-P(1)

[Extracurricular Transportation - Discipline](#)

8105-F(1)

[Extracurricular Transportation - Extracurricular Transportation Liability Waiver](#)

8110

[Safety Busing](#)

8115

[Hours of Service of Drivers](#)

8120

[Bus Routes, Stops, and Non-Transportation Zones](#)

Board Policy 8115: Hours of Service of Drivers**Status:** Approved

Original Adopted Date: 05/2016 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the District or their transportation provider does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the District or their transportation provider operate commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips of more than 100 miles.

Legal References	Description
FMCSA § 395.5	Maximum Driving Time for Passenger-Carrying Vehicles
Other References	Description
Idaho State Department of Education	<u>Standards for Idaho School Buses and Operations</u>
Idaho State Department of Education	Idaho's School Bus Driver Training - Classroom Curriculum

Cross References

Code	Description
8100	<u>Transportation</u>

Board Policy 8120: Bus Routes, Stops, and Non-Transportation Zones **Status: Approved**

Original Adopted Date: 05/2016 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

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

Definitions

"Safety Busing Zone" shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action as described in Policy 8110 Safety Busing.

"Non-Transportation Zone" shall mean an area of the District designated by the Board which is not served by District transportation because of scarcity of students or remoteness, or because the condition of roads makes it impractical to provide service.

Establishing Bus Routes

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

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument, Policy 8110F Safety Busing, Exhibit 1.
2. School bus drivers are encouraged to make recommendations about establishing or changing routes.
3. Parents should be referred to the Superintendent or designee for any request of change in routes, stops, or schedules.
4. At least once each year, the transportation supervisor or the District's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the District. The District may use the State Department of Education's model evaluation procedure and forms for these evaluations.

Bus Stops

Buses should stop to load and unload passengers only at designated places approved by school

authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind. No bus stop shall be established within 1½ miles from the students' school except in safety busing zones.

All bus stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All bus stops shall be located at a site that allows the bus to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.

School bus drivers shall load and unload from the right side of the roadway. Bus stops shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or to proceed home after exiting the bus unless the location has easily accessible traffic control signals.

School buses shall only stop to load or unload passengers at designated bus stops, as required by law.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones and shall ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or buses are present in the loading area.

Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents/guardians on routes experiencing delays, if necessary.

Responsibilities - Pupils

Pupils should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the bus driver. Student shall not shout at passersby. Pupils should instantly obey any command or suggestions from the driver or their assistants.

A pupil may be denied transportation upon a showing of good cause as described in Policy 8140 Student Conduct on Buses.-

Responsibilities - Parents

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

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Teach children about safe school bus related behavior, including its importance.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17 for student conduct while riding on buses.

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

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which, by this reference, is incorporated and attached to this policy.

The bus driver is responsible for the use of the warning and stop signaling systems. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

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

Legal References

IC § 33-1501

Description

Transportation Authorized

IC § 33-1502

Bus Routes—Non-Transportation Zones

IC § 33-512

District Trustees - Governance of Schools

IC § 49-1422

Overtaking and Passing a School Bus

IC § 49-660

Stopping, Standing or Parking Prohibited in Specified Places

IC § 49-915

School Buses — Visual Signal

Other References

Idaho State Department of Education

Description

[Standards for Idaho School Buses and Operations](#)

Idaho State Department of Education

Idaho's School Bus Driver Training - Classroom Curriculum

Cross References

Code	Description
2210	<u>School Closure</u>
2210-P(1)	<u>School Closure - Weather-Related School Closure</u>
2210-P(2)	<u>School Closure - Health Emergency Related School Closure</u>
8100	<u>Transportation</u>
8110	<u>Safety Busing</u>
8140	<u>Student Conduct on Buses</u>

Board Policy 8140: Student Conduct on Buses

Status: Approved

Original Adopted Date: 04/2016 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

Student transportation is another component in the District's overall education program. An effective student transportation management program must have the support of the District's administration, school bus drivers, students, and parents/guardians.

The District shall institute a comprehensive student-management program that is designed to share the responsibility for student safety and well-being as well as protect the interests of all others involved in the program.

Students who make use of District-provided transportation shall have a duty and a responsibility to follow the rules laid out in this policy and any additional rules set by their bus driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and the building principal to correct student behavior. The rules shall include consistent consequences for student misbehavior.

Due Process

The student and parent/guardian of the student shall receive notice of inappropriate conduct and have the opportunity to address the conduct with school personnel. Recommendations for temporary or permanent termination of bus privileges will be referred to the Superintendent or their designee for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the

parent/guardian of the student whose bus privileges are being revoked.

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regard to the student and transportation. The implications of a suspension from bus transportation depend on whether bus transportation is identified on the student's IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the District provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

Legal References

IC § 33-1501

Description

Transportation Authorized

IC § 33-205

Denial of School Attendance

IC § 33-512

District Trustees - Governance of Schools

Other References

Idaho State Department of Education

Description

[Standards for Idaho School Buses and Operations](#)

Cross References

Code

3330

Description

[Student Discipline](#)

8120

[Bus Routes, Stops, and Non-Transportation Zones](#)

8130

[Transportation of Students with Disabilities](#)

Board Policy 8170: District-Owned Vehicles

Status: Approved

Original Adopted Date: 08/2020 | Last Revised Date: 06/09/2025 | Last Reviewed Date: 05/12/2025

[DISCLAIMER: THE PORTION OF THIS POLICY REGARDING DISTRICT-OWNED VEHICLES PROVIDED TO EMPLOYEES IS FOR INFORMATIONAL PURPOSES ONLY. IF YOU HAVE QUESTIONS ABOUT TAXABLE FRINGE BENEFITS AND HOW THIS APPLIES TO YOUR DISTRICT EMPLOYEES, PLEASE CONTACT YOUR DISTRICT TAX ADVISOR OR LEGAL COUNSEL.]

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

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

District Bus and Vehicle Maintenance

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State Board of Education and inspections as required by law.

Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects.

All other District vehicles shall be maintained following established programs as developed by the Superintendent.

District-Owned Vehicles Provided to Employees

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

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

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

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

Health and Safety Protocols of District-Owned Vehicles

All users of vehicles owned and maintained by the District shall adhere to the cleaning and disinfection protocols outlined by the District.

Legal References

IC § 33-1506

IDAPA 08.02.02.160

Description

Inspection of School Buses

Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

Other References

10.2.6

Description

Idaho Commercial Drivers License Manual

Idaho State Department of Education [Standards for Idaho School Buses and Operations](#)

Idaho State Department of Education Idaho's School Bus Driver Training - Classroom Curriculum

Board Policy 8180: Driver Training and Responsibility

Status: Approved

Original Adopted Date: 02/2021 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

The District and its school bus drivers shall meet all operations and performance requirements in conformity with law and with the rules and regulations of the Department of Law Enforcement and the State Board of Education.

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Bus drivers shall establish proper rapport with students. Drivers should be aware that they represent the District and should present a positive image in dress, language, and manner.

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

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

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

Training

New Bus Drivers: All new school bus drivers shall complete a school bus training program previously approved by the [SELECT ONE: Superintendent OR Superintendent or their designee OR the transportation director.] They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training.

Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students.

The District may choose to make use of the classroom and behind-the-wheel training methods and resources developed by the State Department of Education.

Experienced Drivers: All experienced school bus drivers shall complete at least ten hours refresher school bus driver training each fiscal year; at least three hours of pre-service training shall be completed before school begins in the fall. Experienced drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The District shall document that each experienced driver has attended these sessions.

Drivers with Experience with a Previous Employer: Upon hiring a driver with previous experience, the District or the transportation provider it contracts with shall request documentation of all of their previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver's License licensing requirements.

Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the District or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the District or contractor is unable to obtain documentation of previous school bus driver training, the driver shall complete the training requirements for new school bus drivers.

Legal References	Description
FMCSA 382.105	Testing Procedures
IC § 33-1508	Operation of School Buses
IC § 33-1509	School Bus Drivers - Definition - Qualification - Duties
IC § 49-105	Definition - Drivers Licenses
IC § 49-648	Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
IC § 49-649	Compliance with Stopping Requirement at All Railroad Grade Crossings
IDAPA 08.02.02.170	School Bus Drivers and Vehicle Operation
Other References	Description
Idaho State Department of Education	Idaho's School Bus Drivers Training - Behind the Wheel Curriculum

Idaho State Department of Education Standards for Idaho School Buses and Operations

Idaho State Department of Education Idaho's School Bus Driver Training - Classroom
Curriculum

Dietrich School District #314

Board Policy 4600F2: Volunteer Confidentiality

Status: Approved

Original Adopted Date: 02/20/2016 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

Dietrich School District #314

COMMUNITY RELATIONS

4600F2

Volunteer Confidentiality

Volunteers may see student records in the course of data entry or other assigned volunteer tasks. To make sure volunteers know the importance of keeping records confidential, the Dietrich School District requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records, student achievement, student discipline, and student conduct should be considered confidential. Volunteers should not discuss or repeat information learned regarding any of these matters.
2. All personnel records, personnel performance, and personnel discipline and conduct should be considered confidential. Volunteers should not discuss information learned regarding any of these matters.
3. Records should not be left in a place where they can be viewed by others and shall not be shown to others.
4. Copies of records should not be made without administrative approval and should not be shared without administrative approval.
5. Volunteers should not discuss or repeat information overheard or matters observed while in the staff lounge, classrooms, or offices or otherwise learned in a volunteer capacity.
6. Volunteers should not discuss information obtained or personal observations made while in a classroom, hallway, or other location where students attend, such as a student's grade, discipline, disability, or behavior, with anyone other than the student's teacher or the school administrator.
7. Directory information, including students' names, as defined in Procedure 3570P Student Records, and staff names and contact information can only be shared with administrative approval.

8. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member who supervises the volunteer and the school administrator.
9. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Procedure 8170-P(1): District-Owned Vehicles

Status: Approved

Original Adopted Date: 08/2020 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 05/12/2025

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

District Vehicles and Equipment

Authorization for Use

{Dietrich School District employees shall operate District owned vehicles and equipment only when the employee:

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

Responsibilities of Vehicle or Equipment Operator

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating District vehicles or equipment;
6. Refrain from operating any District vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
7. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this

procedure;

8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;
12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

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

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of District owned vehicles or pieces of equipment.

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

Emergency Callout

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

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of District property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

Dietrich School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment:

1. All accidents, collisions, or vandalism (herein collectively referred to as "accidents") involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action;
2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment;
5. All accidents shall be investigated by a designated District Safety Coordinator or their designee;
6. All accidents involving any personal injury and/or accidents for which the estimated damages exceed \$1,000 shall be reviewed by the Safety Committee;
7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - A. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer the Committee's questions;
 - B. The Committee shall inform the driver of their findings in a timely manner; and
 - C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.
8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - A. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.

- B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
2. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.

"Vehicle" for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.

Legal References

IC § 33-1506

IDAPA 08.02.02.160

Description

Inspection of School Buses

Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

Other References

10.2.6

Description

Idaho Commercial Drivers License Manual

Idaho State Department of Education [Standards for Idaho School Buses and Operations](#)

Idaho State Department of Education Idaho's School Bus Driver Training - Classroom Curriculum

**Procedure 8180-P(1): Driver Training and Responsibility -
Responsibilities When Operating the School Bus**

Status: Adopted

Original Adopted Date: 04/13/2025 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:**
04/13/2025

Bus drivers shall comply with the following requirements when operating any school bus for the District.

1. Buses should not be driven in reverse unless absolutely necessary. Drivers shall not back a bus to turn around on a public roadway unless the Board of Trustees has determined, when approving the District bus routes, that there is no alternative. In such cases, the Board shall pass a motion declaring that backing of school buses in such cases is permitted.
2. Bus doors shall remain closed while the bus is in motion.
3. The driver shall not allow guns or flammable or explosive substances, such as gasoline, to be brought onto a school bus.
4. Drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. The District shall ensure all school bus drivers are trained on homeland security awareness.
5. No school bus shall start moving before all passengers have been seated, and no student may stand when the bus is in motion. The driver shall require each passenger on the bus to be seated in a passenger seat.
6. All school and activity buses shall stop at all railroad grade crossings as required by law.
7. Drivers shall never drive in excess of the speed limit or in excess of 65 miles per hour.
8. Drivers shall not leave an occupied bus. In the event of a bus breakdown, the driver shall request assistance via two-way communication whenever possible. If two-way communication is not possible, the driver shall:
 - A. Ask a passing motorist to make contact with the District;
 - B. Send a school bus aide to seek help;
 - C. Send at least two responsible students to make contact with the District; or
 - D. Wait for help.
9. Before leaving the driver's seat of an occupied bus or leaving an unoccupied bus, they shall first shut off the motor, curb the wheels (if applicable), set the brakes, and remove the ignition key.
10. No passenger shall be permitted to operate the school bus.
11. School bus drivers shall properly wear a seat belt whenever the bus is in motion.
12. If a student must cross a roadway to back a bus or to return home after exiting, the driver shall require the student to cross 12 feet in front of the bus in accordance with the state loading and unloading training curriculum. The driver should signal this with eye contact and by giving one wave with an open palm and with their fingers together. The driver shall use a

long steady blast of the horn to signal danger.

13. Drivers shall report the license number of any vehicle which violates any law endangering school children to their immediate supervisor.

Legal References

FMCSA 382.105

Description

Testing Procedures

IC § 33-1508

Operation of School Buses

IC § 33-1509

School Bus Drivers - Definition - Qualification - Duties

IC § 49-105

Definition - Drivers Licenses

IC § 49-648

Obedience to Signal Indicating Approach of Train or
Other On-Track Equipment

IC § 49-649

Compliance with Stopping Requirement at All Railroad
Grade Crossings

IDAPA 08.02.02.170

School Bus Drivers and Vehicle Operation

Other References**Description**

Idaho State Department of Education

Idaho's School Bus Drivers Training - Behind the Wheel
Curriculum

Idaho State Department of Education

Standards for Idaho School Buses and Operations

Idaho State Department of Education

Idaho's School Bus Driver Training - Classroom
Curriculum

Personnel

Educate, Empower, Prepare

❖ Resignations

- Jessica Whisenhunt- Music
- Janet Towne- Route Driving still wants to do some activities.

❖ New Hires

- Paraprofessional - Miriam Sanchez
- JV Volleyball - Moriah Leavitt
- JH Volleyball- Kelsey Dilworth
- Assistant Football- Ruger Jennings
- Athletic Director-Ruger Jennings
- Cheerleading - No Applicants

❖ Open Positions

- Route Driver

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

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

