POLICY - 8000 SERIES
NONINSTRUCTIONAL OPERATIONS

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8000 – NONINSTRUCTIONAL OPERATIONS

Goals **8000**

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

Legal Reference: I.C. 33-506

Policy History:
Adopted on: 1/8/07
Revised on: 11/12/07, 3/9/09

Transportation **8100**

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

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

1. resides at least one and one-half (1½) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student's home[1] and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be); or
2. is a student with a disability, whose IEP identifies transportation as a related service; or
3. in the judgment of the Board of Trustees, has another compelling and legally sufficient reason to receive transportation services, including the age or health or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board of Trustees may 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 of Trustees as impractical, by reason of sparsity of students, remoteness or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. Only those enrolled Troy students who regularly are transported to and from school on district buses will be allowed to ride route buses. The Board of Trustees 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 Homeless Assistance Act and state law.

Foster Children

The Superintendent or designee shall implement the requirements for ensuring the 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 confirm the following:

Transportation (continued) **8100**

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

1. Children in foster care needing transportation to the school of origin will promptly receive that transportation in a reasonable and cost effective manner. and;

2. Ensure that, 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 such 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 such transportation.

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her 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. Such training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. 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.

Bus overloads exceeding safety standards are prohibited; standees are prohibited; passengers shall be limited to vehicle carrying capacities.

To provide transportation to students, this District may purchase or lease, and maintain and operate school buses; enter into agreements or contracts for the use of a charter bus(es); enter into contracts with individuals, firms, corporations, or private carriers; or make payments to parents

or guardians, subject to the statutory limitations, when transportation is not furnished by the District.

This District establishes and adopts these policies governing the student transportation system and shall inform students, teachers, administrators, and transportation personnel of the requirements.

This School District shall maintain a personnel file for each school bus driver, which will include the following:

1. Employment application;
2. Copy of yearly physical examinations;
3. Record of all school bus driver training;
4. Copy of current commercial driver's license;
5. Copies of drug tests, if any;
6. Copies of annual driving record check; and
7. Copies of driver evaluations.

Appropriate supervision shall be provided of loading and unloading areas at or near each school. The building Principal or designee shall schedule school personnel for such duties.

The District shall provide emergency training and evacuation drills for students and bus drivers.

The District's transportation supervisor shall ride on each route and with each driver at least one (1) time per year. The supervisor shall evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation shall be retained in the driver's personnel file.

Cross Reference:	3060	Education of Homeless Children
	8110	Safety Busing
	8120	Bus Routes, Stops and Non-Transportation Zones

Legal Reference:	I.C. § 33-1501	Transportation Authorized
	I.C. § 33-1503	Payments when Transportation Not Furnished
	IDAPA 08.02.03.109	Special Education
	20 USC § 6312(c)	Every Student Succeeds Act Standards for Idaho School Buses and Operations

Other Reference: Federal Highway Safety Guideline 17
Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09, 8/13/18

Vehicles Other than School Buses Used to Transport Students 8103

The Superintendent may authorize the transportation of students in vehicles other than school buses or by the District or by a party the District contracts with. Only vehicles that are an authorized vehicle as defined in IC 33-1504 may be used. For the purposes of this policy, such non-school bus vehicles shall be referred to as authorized vehicles.

Drivers of authorized vehicles shall meet all minimum requirements specified by the State Department of Education and by the School Board.

Authorized vehicles may be used when school bus transportation cannot be reasonably provided. Such vehicles shall not be used routinely for home-to-school and school-to-home transportation except for the following groups of students:

1. Preschool children;
2. Special needs children;
3. Homeless children;
4. Foster children;
5. Children who cannot be reached by school buses; and
6. Students placed in alternative schools, work programs, or vocational or trades training.

Authorized vehicles may be used when school bus transportation cannot be reasonably provided for trips that are an extension of the instructional program.

All authorized vehicles shall be equipped with safety equipment, including the following:

1. A fire extinguisher
2. A first aid kit;
3. A body fluid cleanup kit;
4. Spare fuses; and
5. Emergency reflectors.

The District name or the name of the contractor shall be clearly marked on the side of the vehicle.

Authorized vehicles that are subject to transportation reimbursement by the State Department of Education shall be inspected by a qualified mechanic at least every 60 days during each school year. This inspection shall cover, at minimum, all applicable requirements, documentation, and service procedures as required by the State Department of Education and the Board. Vehicles that are not subject to such reimbursement are not subject to this 60-day inspection requirement, and the Superintendent or their designee may set different inspection requirements for such vehicles.

Each driver must complete and document a daily pre-trip inspection before transporting pupils as described in Policy 8170.

The District shall comply with any restrictions identified by the vehicle manufacturer regarding passengers, weight, and other associated restrictions.

Legal References
IC § 33-1501
IC § 33-1506
IC § 33-1509
IC 33-1006
IC 33-1504
IC 33-1515

Policy History:
Adopted On: 08/10/26
Revised On:
Reviewed On: 07/13/26

8000 – NONINSTRUCTIONAL OPERATIONS

Safety Busing 8110

Safety busing is the transportation of a student who lives less than one and one-half (1½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1½) miles from school when one or more of the following criteria are met:

1. unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond- age-level comprehension of complex traffic hazards;
2. walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. walking beside or over unprotected waterways;
6. walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. walking routes interrupted by numerous high traffic volume business driveways;
8. other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue.

Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three years.

Exhibit 1 is the measuring instrument model form used by this district.

Cross Reference: 8100 Transportation
8120 Bus Routes, Stops and Non-Transportation Zones

Legal Reference:
I.C. 33-1006
I.C. 33-1501 Transportation Authorized
I.C. 39-1102
IDAPA 08.02.02.150 *Standards for Idaho School Buses and Operations*

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09, 4/11/11

8000 – NONINSTRUCTIONAL OPERATIONS

Maximum Drive Time **8115**

To promote the safety of students riding in school buses, the Troy School District is implementing this policy concerning bus driver maximum drive time. It is the policy of the District that bus drivers, or any district employee providing transportation for students, shall adhere to the Federal Motor Carrier Safety Administration regulations. Currently those regulations provide a maximum of 10 hours of actual driving time. Drivers must have eight hours of continuous off-duty time before long trips and cannot exceed 60 hours of driving in a week.

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

Cross Reference: 8100 Transportation

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

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

Policy History:
Adopted on: 3/9/09
Revised on:

8000 – NONINSTRUCTIONAL OPERATIONS

Bus Routes, Stops and Non-Transportation Zones 8120

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

All changes to established bus routes must be approved by this Board.

The school's opening and dismissals will be scheduled to permit maximum use of equipment. The Board will consider the efficient operation of the buses in setting the opening and dismissal of school.

Definitions

- Safety Busing Zone: The transportation of a student who lives less than one and one- half (1½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action. (See Safety Busing Policy #8110.)
- Non-Transportation Zone: An area of the District designated by the Board which is not served by District transportation because of sparsity of students, remoteness, or condition of roads makes such service impractical

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

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

Troy School District bus routes will utilize only roads that are regularly maintained by a City, County, State or Federal Agency.

The District shall always retain the authority to limit or restrict service on any road whether maintained or not. Further, safety of the school children shall be of primary concern in extending service or approving existing service. Patron convenience and road conditions shall also be considered in the programming of bus routes. Any route extension must not require student(s) to board the bus before 6:00 a.m.

In-Lieu-of-Transportation

In-lieu-of transportation reimbursement shall be determined as follows:

(1) In-lieu-of transportation money is paid to any parent/guardian responsible for a child that requires transportation when none is provided by the School District. In-lieu-of monies will be determined by the Board on an individual basis at an official meeting.

(2) When school students participate in school-sponsored activities after school at the school in which they are attending, and the District does not provide the transportation, the individual parent or guardian will stand the cost of transportation.

Bus Stops

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

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

Only under the authorization of a written note from a parent or guardian will a student be let off at a scheduled stop other than his or her usual stop.

Nonpublic School Students

This District may transport nonpublic school students when requested, if there is space available to transport such students and commercial bus transportation is not reasonably available.

All nonpublic school students will be picked up only at established school bus route stops approved by this district. The nonpublic school student's parents/guardian, or the nonpublic school, will be responsible for proper supervision of the loading and unloading of the student(s) by an adult.

All nonpublic school students riding the buses of this School District will be subject to all laws, policies, rules, and regulations applying to public school students being transported on such buses, and may be disciplined according to District policies and procedures. Such discipline may include termination of bus-riding privileges.

In the event this District does transport nonpublic school students, the full cost for providing such transportation will be recovered by this District. The full cost will be calculated as follows:

1. Total actual operating costs plus depreciation divided by the total miles as filed on the prior year's Idaho Department of Education Pupil Transportation Claim for Reimbursement. This figure will equal the average cost per mile of operating this District's buses.

2. Total number of bus seats divided by the total number of bus routes. This calculation will equal the average number of available seats per route.

3. The average cost per mile divided by the average number of available seats per route equals the average seat cost per mile.

4. Once the average seat cost per mile is established it will be multiplied by the sum of all nonpublic school students' miles traveled from the designated bus stop to the nonpublic school and from the nonpublic school back to the designated bus stop. This will equal the total daily reimbursement.

5. The total daily reimbursement will be multiplied by the total school busing days for the school year, and then divided by the number of school months (typically nine (9)) to determine the monthly nonpublic school student payment.

6. A nonpublic school student's parent or guardian will be billed monthly. If this District does not receive payment within ten (10) days from the date of the bill, the nonpublic school student will not be allowed to continue riding this District's buses.

7. If appropriate, and space on this District's buses is available, this District may enter into an agreement with a nonpublic school to provide transportation. The calculation method set forth above will be used and the nonpublic school will be billed monthly. Failure to make payment within ten (10) days from the date of the bill will result in termination of the agreement and the nonpublic school students will not be transported.

NOTE: As required by the Idaho Constitution, School Districts must charge parochial school students for costs incurred. In order not to unconstitutionally discriminate against any religious group, Districts must also charge nonsectarian private school students the same amount. Attorney General Guideline, Feb. 25 1994.

Delay in Schedule

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

Responsibilities – Pupils

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

Bus Routes, Stops and Non-Transportation Zones (continued) **8120**

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

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

Responsibilities - Parents

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

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

Safety

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

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

Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as #8110.

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

Inclement Weather

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

Bus Routes, Stops and Non-Transportation Zones (continued) **8120**

Cross Reference: 8110 Safety Busing
3030 Part-Time Attendance/Dual Enrollment

Legal Reference:
I.C. 1006
I.C. 33-1501 Transportation Authorized
I.C. 33-1502 Bus Routes—Non-transportation zones
I.C. 39-1102
IDAPA 08.02.02.150 *Standards for Idaho School Buses and Operations*
Attorney General Guideline, Feb. 25, 1994

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Transportation of Students with Disabilities **8130**

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

1. travel to and from school and between schools;
2. travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
3. specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities;
4. other services that support the student's use of transportation, such as:
    a. special assistance (e.g., an aide on the bus and assistance getting on and off the bus);
    b. safety restraints, wheelchair restraints, and child safety seats;
    c. accommodations (e.g., preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route); or
    d. training for the bus driver regarding the student's disability or special health- related needs.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses shall be the preferred mode of transportation.

Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Transportation of Students with Disabilities (continued) **8130**

Cross Reference: 3340 Corrective Actions and Punishment
8140 Student Conduct on Buses

Legal Reference:
20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA)
IDAPA 08.02.03.109 Special Education
Idaho Special Education Manual

Policy History:
Adopted on: 3/9/09
Revised on:

Student Conduct on Buses **8140**

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property or at school activities, functions or 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 building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent 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 regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the 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.

Student Conduct on Buses **8140**

Cross Reference: 3330 Student Discipline
8130 Transportation of Students with Disabilities

Legal Reference:
I.C. 33-1501 Transportation authorized
I.C. 33-205 Denial of school attendance
Pupil Transportation, Responsibilities and Operations Manual, Idaho State Department of Education, revised 1996.

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Unauthorized School Bus Entry **8150**

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

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

1. Enters a school bus with intent to commit a crime;
2. Enters a school bus and disrupts or interferes with the driver; or
3. Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference:
I.C. 18-522
I.C. 33-1522 Unauthorized School Bus Entry—Notice

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Contracting for Transportation Services **8160**

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five (5) years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a contract to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education.

Legal Reference:

I.C. 33-402
I.C. 33-1006
I.C. 33-1501 Transportation authorized
I.C. 33-1510 Contracts for transportation service
IDAPA 08.02.02.190.05 Contract for Transportation Services
49 CFR Part 665
Scott v. Buhl Joint Sch. Dist. No. 412, 123 Idaho 779 (1993)

Policy History:

Adopted on: 1/8/07
Revised on: 3/9/09

District-Owned Vehicles **8170**

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

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

District owned and operated buses shall be constructed, equipped, and inspected in accordance with Idaho law and requirements adopted by the State Board of Education.

Bus and Vehicle Maintenance, District

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

District-Owned Vehicles Provided to Employees

District-owned vehicles shall be assigned to those employees designated by the Superintendent of Schools and approved by the Board of Trustees. Such vehicles shall be used only for official District business.

All operating expenses, except fines for negligent driving, shall be accepted by the District. Fuel, oil, and necessary maintenance shall be obtained from the District service garage or contracted supplier, except when traveling out of the District. In such cases, the traveler should obtain a credit card from the Superintendent of Schools. Any trip out of the District must have prior approval of the Superintendent of Schools or designee.

The District owns vehicles which certain employees use for commuting to and from work and for other district-related travel. Any mileage driven in a district-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-2.

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

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

District-Owned Vehicles (continued) **8170**

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

Persons authorized to drive district vehicles must have a valid driver's license issued by the State of Idaho or in the state of a driver's current residence for the class of vehicle being operated. Obtaining a driver's license is a personal expense.

Driver qualifications are as follows:

1. Authorized employee of district.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must possess a current valid license for operation of the vehicle.

Persons will not qualify to drive a district vehicle if, during the last 36 months, the driver has:

1. Been convicted of any felony.
2. Been convicted of sale, possession and/or use of drugs.
3. Been convicted of an alcohol- or drug-related offense while driving.
4. Had a driver's license suspended or revoked.
5. Been convicted of three or more speeding violations or one or more other major violation.
6. Been involved in two or more chargeable accidents.

State Motor Vehicle Records (MVRs) may be used to verify a driver's history. MVRs may be obtained and reviewed at least annually. Privileges to drive district vehicles may be withdrawn or suspended for any driver not meeting the above requirements, based on a review of the MVRs. In addition, appropriate disciplinary action up to and including termination may be taken.

"Major violations" are defined as:

1. Driving under the influence of alcohol/drugs;
2. Failure to stop/report an accident;
3. Reckless driving/speeding contest;
4. Driving while impaired;
5. Making a false accident report;
6. Attempting to elude law enforcement;
7. Homicide, manslaughter, or assault arising out of the use of a vehicle;
8. Driving while license is suspended/revoked; or
9. Careless driving.

"Minor violations" are defined as any moving violation other than a major violation, with the following exceptions:

1. Motor vehicle equipment, load, or size requirements;
2. Improper/failure to display license plates (if they exist);
3. Failure to sign or display registration; or
4. Failure to have driver's license in possession (if valid license exists).

District-Owned Vehicles (continued) **8170**

Fines for parking or moving violations are the personal responsibility of the assigned operator. The District will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle, and will hold the employee responsible for payment of such fines.

Each driver is required to report all moving violations to his/her direct supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (District, personal, or other) while on District business. Failure to report violations may result in disciplinary action, up to and including termination.

Traffic violations incurred during non-business (personal use) hours by an employee in his/her own vehicle may affect the employee's ability to drive District vehicles and are subject to review.

Drivers of District vehicles have responsibilities in operating the vehicle in a safe manner and responding appropriately in the event of an accident or other circumstance. All drivers will be informed of the contents of this policy and have a signed acknowledgement placed in his/her personnel file, along with a copy of his/her valid driver's license, prior to operating a District vehicle and annually thereafter. Drivers of District vehicles assume the following responsibilities:

1. Accidents Involving District Vehicles: In the event of an accident, each driver is responsible for responding as follows:
    a. Negligence or liability should not be admitted.
    b. No settlement, regardless of how minor, should be offered.
    c. The name, address, and phone number of any injured person and witnesses should be obtained, if possible.
    d. Vehicle identification, insurance, district name, and policy numbers should be exchanged with the other driver.
    e. Take a photograph of the scene of accident, if possible.
    f. Call the police if injury to others is involved. It may be appropriate to call police even if there are no injuries.
    g. Complete the accident report form in the district vehicle.
    h. Turn all information relative to the accident over to the driver's direct supervisor within 24 hours.
2. Theft or Damage: Each driver is responsible for immediately reporting theft or damage of the District vehicle to local police immediately. Additionally, all information relative to theft or damage must be provided to the driver's direct supervisor within 24 hours.

Each driver is responsible for the actual possession, care, and use of the District vehicle in their possession. Therefore, driver's responsibilities include, but are not limited to, the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seatbelts and shoulder harnesses is mandatory for driver and passengers.

District-Owned Vehicles (continued) **8170**

4. Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques, and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Reporting the occurrence of moving violations.
8. Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a District vehicle to the district.

Failure to comply with any of these responsibilities may result in disciplinary action up to and including termination.

Personal Cars Used for District Business

The District does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her own car on District business includes the allowance for the expense of automobile insurance. An employee's personal car insurance will be treated as primary and he/she is required to have minimum liability coverage of $300,000. The District does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

Cross-Reference: 7430 Travel Allowances and Expenses

Legal Reference:
I.C. 33-506
I.C. 33-1506 Inspection of school buses
IDAPA 08.02.02.159 Transportation
IDAPA 08.02.02.160 Maintenance Standards and Inspections

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Driver Training and Responsibility **8180**

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

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

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education;
5. Possess a school bus driver's permit issued by the Board; and
6. 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 certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

Before a bus route is run, it shall be the responsibility of each bus driver to judge the road conditions of the bus route to determine if it is safe enough for travel. If the weather is such that he/she questions what the roads will be like, he/she should call the Transportation Supervisor or, if unavailable, the sheriff's office and ask for conditions and recommendations.

When the driver feels that the road is not safe for bus travel, the driver should contact the Transportation Supervisor or the Superintendent of Schools to arrange for cancellation of the bus route for that day.

At all times during the route the bus driver shall have the responsibility for determining safe travel of the bus and safety of the students.

The maximum speed for District 287 buses shall be 55 miles per hour or the posted speed limit. It is advisable to operate at lesser speeds, 25-45, on gravel roads. Buses will be operated at lesser speeds when deemed appropriate, such as on gravel roads.

The Board of Trustees adopts this policy to define the duties of all bus drivers transporting students of this District, whether on a regular route, field trip, or activity trip.

This policy applies to all regular and substitute bus drivers, whether employed by the District or on contract.

Driver Training and Responsibility (continued) **8180**

1. Prior to operating the bus, the driver will check the tires, lights, stop arm controls, and brakes to determine if they are in proper working condition. The driver will immediately report any equipment which is not in proper working condition.

2. The driver will regularly check the first-aid kit to see that it contains all required items and replace missing items.

3. Only properly enrolled students, eligible for transportation, and aides may ride the bus on a regular route. When special circumstances exist and space is available, the Superintendent or designee may allow non-students to ride the bus. The driver will not allow non-students to board the bus, unless presented with prior written permission by the Superintendent or designee. Teachers and other persons who have been officially appointed as chaperones may be allowed on the bus for field and activity trips.

4. The driver has complete responsibility, and final authority, for the operation of the bus and care of the student passengers. The driver is responsible for the proper discipline of students on the bus and will exercise discipline in compliance with the district's discipline policies. The driver will not remove any student from the bus for discipline reasons except at the student's school or the student's regular bus stop. The driver will report to the Transportation Supervisor any student whose behavior may endanger the operation of the bus, uses obscene language, or damages the bus.

5. The driver will load and unload students only from the right-hand side of the road and at a position from which the driver has clear vision of at least one hundred (100) yards in both directions. The driver will count the number of students exiting the bus at each stop and will ascertain the students' whereabouts prior to moving the bus. When loading or unloading students on a roadway having more than three (3) lanes, the driver will load or unload only those students who live on the right-hand side, unless the stop is at an intersection with traffic control signals.

6. Prior to crossing any railroad track, or entering or crossing any arterial highway, the driver will come to a full stop. If any railroad crossing, intersection, or access is obscured by trees, buildings, or other object, or wind, storm, fog, or any other restriction to visibility, the school bus driver will open any window or door that permits him/her to determine when it is safe to proceed.

7. The driver will require each passenger to be seated in a regular passenger seat. No passengers will be allowed to stand while the bus is in motion.

8. The driver will not allow students to carry weapons, inflammable or explosive materials, or animals onto the bus.

9. The bus driver will not, under any circumstances, exceed a rate of speed of sixty-five (65) miles per hour.

10. The driver will report to his or her immediate supervisor the license number of any vehicle that violates any law endangering students.

Driver Training and Responsibility (continued) **8180**

11. The driver will immediately report all traffic accidents in which the bus is involved to the local school authorities and the appropriate law enforcement agency. The Superintendent will report all accidents to the State Department of Education. The driver or his or her supervisor will complete a School Bus Accident Report form and submit it to the State Department of Education within fifteen (15) days of the accident.

12. The driver will report to the Transportation Supervisor any condition on or bordering the route which constitutes a hazard to the safety of the students being transported.

13. The driver will not leave an occupied bus. In case of emergency, the driver will radio for assistance. If such communication is not possible, the driver should send a bus aide for assistance, ask a passing motorist to communicate the need for assistance to the local law enforcement authorities or School District administrative office, or wait for help.

14. When the driver leaves an unoccupied bus, he or she will shut off the motor, set the brakes, and remove the ignition keys.

15. The driver will comply, as much as possible, with the time schedule established for the route.

16. A driver shall maintain route books, and other records as may be required by the Board or State Department of Education.

All school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and will at all times observe all policies set forth in the Pupil Transportation, Responsibilities, and Operations Manual.

Reports of Misconduct

In the event an individual reports to the Superintendent or designee that he/she observed a bus driver engage in misconduct while driving a school bus and which would reasonably pose a threat to the safety of students and the public, the situation will be immediately assessed. If it is determined that a safety risk exists, appropriate action will be taken by the District, which may include immediate suspension and an immediate referral to local law enforcement to assure the safety of passengers on the bus and the public.

If the report of misconduct involves allegations that appear to involve drug or alcohol use by the bus driver, the bus driver's supervisor or other trained District official will, as soon as possible, determine whether or not reasonable suspicion exists to require testing for drug or alcohol use pursuant to the Bus Driver Drug and Alcohol Testing Program.

Driver Training and Responsibility (continued) **8180**

Personnel Files

This School District will maintain a personnel file for each school bus driver, which will include the following:

1. Employment application;

2. Copy of yearly physical examinations;

3. Record of all school bus driver training;

4. Copy of current commercial driver's license;

5. Copies of drug tests, if any;

6. Copies of annual driving record check; and

7. Copies of driver evaluations.

Appropriate supervision will be provided of loading and unloading areas at or near each school. The Building Principal or designee will schedule school personnel for such duties.

The District will provide emergency training and evacuation drills for students and bus drivers. The District's Transportation Supervisor will ride on each route and with each driver at least one (1) time per year. The supervisor will evaluate the driver's performance and the safety of the route and bus stops. Documentation of the evaluation will be retained in the driver's personnel file.

"Driver" means any person operating a school bus owned or operated by the District while transporting students to or from school or approved school activities. This includes full-time, regularly employed drivers; casual, or substitute drivers; leased drivers and independent owner- operator contractors.

The Board of Trustees will employ drivers only upon written application approved by the State Department of Education. Applicants must be over the age of eighteen (18), of good moral character, and not addicted to the use of intoxicants or narcotics. Persons or entities which provide student transportation services under contract with the district are required to supply the same information as required of school bus driver applicants.

A driver will be subject to the physical examination standards of the Federal Motor Carrier Safety Regulations.

While operating a school bus, a school bus driver must, at all times, be in the possession of a current commercial driver's license (CDL) including endorsements as specified in Idaho Code

Driver Training and Responsibility (continued) **8180**

Section 49-105. The permit must be in a form approved by the State Department of Education and must be carried on the driver's person or prominently displayed at all times that the driver is operating any school bus carrying students. The Board, after a hearing and for cause, may revoke a driver's permit.

The Transportation Supervisor will schedule throughout the year a minimum of ten (10) hours of formal or informal inservice training for experienced drivers. The Transportation Supervisor will schedule new drivers with 40 hours of pre-service training and training necessary for the familiarization of local driving conditions.

The Transportation Director has the authority to assign bus drivers for special trips and that factors which may be considered:

(1) Have demonstrated at least one month of safe bus driving experience;
(2) Have cleared training requirements;
(3) Demonstrated personal conduct and appearance appropriate to formal educational purpose.

Substitute drivers, prior to assignment, and if possible, will have made two trips with the bus supervisor; one trip observing and one trip driving with the supervisor observing.

Bus Driver Drug and Alcohol Testing Program

This District has an interest in establishing a work environment free from the influence of drugs and alcohol for the benefit of its drivers, students and the public. This policy is adopted to ensure that the District's transportation drivers are free from the effects of drugs and alcohol while at work or on District business. Questions pertaining to this policy will be directed to the Superintendent or his or her designee.

Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Alcohol use: The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Alcohol screening test: An analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Confirmation test: A second test, following a screening test with a result of point zero two (0.02) or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, confirmation test means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of

Driver Training and Responsibility (continued) **8180**

the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

Driver: Any person operating a school bus owned or operated by the district. This includes full- time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

Safety-sensitive function: Any activity by a bus driver during any period in which he/she is actually performing, ready to perform, or immediately available to perform bus driving duties.

Refusal to submit to a test means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation;

2. Fails to provide adequate urine without a valid medical explanation;

3. Engages in conduct that clearly obstructs the testing process.

Prohibitions

A bus driver for this District will not:

1. Report to duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of point zero four (0.04) or greater.

2. Be on duty or operate a school bus while in possession of alcohol.

3. Use alcohol while performing safety-sensitive functions.

4. Perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use alcohol for eight (8) hours following an accident, or until he/she undergoes a post- accident alcohol test, whichever occurs first.

6. Refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test.

7. Report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a school bus.

8. Report for duty, remain on duty, or perform a safety-sensitive function if he/she tests positive for controlled substances.

Driver Training and Responsibility (continued) **8180**

Required Testing

Pre-employment Testing -

Prior to performing any safety-sensitive functions, a bus driver will undergo testing for alcohol and controlled substances. The test results from the pre-employment testing must show an alcohol concentration of less than point zero four (0.04), and a controlled substances test result indicating a verified negative result before a bus driver will be allowed to operate a school bus.

Baseline Testing -

This District requires all bus drivers to submit to testing for the presence of alcohol and/or controlled substances within thirty (30) days after the effective date of this policy.

Post-accident Testing -

As soon as practicable following an accident involving a school bus, the bus driver operating the bus involved in the accident will be tested for alcohol and controlled substances if:

1. The accident involved the loss of human life;

2. Personal injury to another person required medical treatment away from the scene of the accident;

3. The bus driver incurred an injury;

4. Damage to property owned by the School District or a third party is estimated to exceed one thousand dollars ($1,000); or
5. The bus driver received a citation for a moving traffic violation arising from the accident. A bus driver involved in a work-related accident requiring medical attention will inform his or her supervisor as soon as possible after the accident. Any needed alcohol or controlled substances tests may be promptly conducted in conjunction with his or her medical treatment. A bus driver who is injured in a work-related accident and is unable to provide a specimen for testing will authorize the release of relevant hospital reports or other documentation indicating the presence, or lack of, alcohol or controlled substances at the time of the accident.

A bus driver subject to post-accident testing will remain readily available for such testing or may be deemed by the School District to have refused to submit to testing.

A post-accident test for alcohol will be administered within two (2) hours following the accident if possible. No test for alcohol will be administered after eight (8) hours following the accident. A post-accident controlled substance test will be administered within thirty-two (32) hours following the accident.

Driver Training and Responsibility (continued) **8180**

If it is determined by the District's administration that a bus driver's accident was caused solely by unsafe conditions or by the actions of a third party, the School District reserves the right to waive post-accident testing unless the accident involved the loss of human life or the bus driver received a citation for a moving traffic violation arising from the accident.

Random Testing -

A random test is a test that is unannounced and results in every bus driver having an equal chance of being selected for testing at any given time. The random selection method used by this district will consist of placing all drivers' names into a hat and a name will be pulled out at intervals chosen by the Superintendent or his or her designee. Such random testing may result in a driver being tested more than once a year.

The minimum annual percentage rate for random alcohol testing will be twenty-five (25) percent of the average number of bus driver positions. The minimum annual percentage rate for random controlled substances testing will be fifty (50) percent of the average number of bus driver positions. The minimum annual percentage rates set forth may change based upon the Federal Highway Administration's yearly minimum annual percentage rates.

Each bus driver notified that he/she has been selected for random alcohol and/or controlled substances testing will immediately go to the testing site; provided, however, that if the bus driver is performing a safety-sensitive function at the time of the notification, the driver will proceed to the testing site as soon as possible.

A bus driver will only be tested for alcohol while the driver is performing safety-sensitive functions, just before the bus driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

Reasonable Suspicion Testing -

A bus driver will be required to submit to an alcohol test and/or a controlled substances test when the District has reasonable suspicion to believe that the bus driver has violated this policy. The District's determination that reasonable suspicion exists to require the bus driver to undergo an alcohol and/or controlled substances test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the bus driver.

Such observations will be made by a supervisor or District official having received a minimum of sixty (60) minutes of training on alcohol misuse and a minimum of sixty (60) minutes of training on controlled substance use. Said training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The individual making the determination that reasonable suspicion exists will not conduct such tests.

A reasonable suspicion alcohol test is authorized only if the observations are made during, just preceding, or just after the period of the workday that the bus driver is required to be in compliance with this policy. No adverse employment action will be taken against a driver based

Driver Training and Responsibility (continued) **8180**

solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

Drug Testing Procedures

The drug testing procedures will include, but not be limited to, the following controlled substances:

1. Cocaine;

2. Marijuana;

3. Opiates;

4. Amphetamines; and

5. Phencyclidine.

Urine samples collected under this policy will not be used to conduct any other analysis or test. The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, and will carefully ensure the modesty and privacy of the driver, and will avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.

If, during the specimen collection process, the collection site person detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided both will be tested. If the driver refuses to provide a second specimen the district will be so informed. Such conduct will be considered equivalent to testing positive and will result in an applicant not being offered employment with the District. A bus driver will have his or her employment with this District terminated in such a circumstance.

The entity or person(s) designated by this District to perform alcohol testing procedures and/or the specimen collection and analysis will strictly follow the Department of Transportation's rules, provide the necessary qualified personnel, protect the integrity of the testing processes, safeguard the validity of the test results, maintain the strict confidentiality of the testing and test results with disclosure only to the employer and the employee, and ensure that those results are attributed to the correct driver.

Retention of Records

The following records will be retained for five (5) years:

1. Records of driver alcohol test results indicating an alcohol concentration of point zero two (0.02) or greater;

2. Records of driver verified positive controlled substances test results;

Driver Training and Responsibility (continued) **8180**

3. Documentation of refusals to take required alcohol and/or controlled substances tests;

4. Calibration documentation;

5. Driver evaluation and referrals; and

6. A copy of each annual calendar year summary.

The following records will be retained for two (2) years:

1. Records related to the alcohol and controlled substances collection process; and

2. All training records.

The following records will be retained for one (1) year:

1. Records of negative and canceled controlled substances test results; and

2. Alcohol test results with a concentration of less than point zero two (0.02).

Confidentiality of Records

This District will not release bus driver information compiled pursuant to this policy except in the following circumstances:

1. A bus driver, upon written request, is entitled to receive copies of any records pertaining to the driver's use of alcohol or controlled substances, including records of test results.

2. Results of all bus driver alcohol and/or controlled substances testing will be provided at the request of the Secretary of Transportation (DOT), any DOT agency, or any State or local officials with regulatory authority over the District or any of its bus drivers.

3. Records may be used in a lawsuit, grievance, worker's compensation claim, unemployment compensation, or other proceeding initiated by or on behalf of a bus driver, and arising from the results of an alcohol and/or controlled substance test administered under this policy.

4. Records will be made available to a subsequent employer or other identified person upon receipt of a written request from a bus driver. The release of information is permitted only in accordance with the terms of an employee's consent.

Notification of Test Results

This District will notify a bus driver of the results of a pre-employment controlled substances test if the bus driver requests the results within sixty (60) calendar days of being notified of the disposition of the employment application.

Driver Training and Responsibility (continued) **8180**

This District will notify a bus driver of the results of random, reasonable suspicion, and post- accident tests for controlled substances if the test results are verified positive. The employee will also be informed which controlled substance or substances were verified as positive.

In those instances where the medical review officer has been unable to contact the driver to discuss the results of a controlled substances test, the Superintendent or designee will make reasonable efforts to contact and discuss the test results with the individual, regardless of employment status. The Superintendent or designee will request that the individual contact the medical review officer within twenty-four (24) hours, and will also inform the medical review officer of such notification.

Each driver who has engaged in conduct which violates this policy will be advised of the resources available to the driver in evaluating and resolving the problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

Each driver who engages in conduct which violates this policy will be evaluated by a substance abuse professional, at the driver's own expense, who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

Self-Referral

All bus drivers employed by this District who may consider themselves alcohol or controlled substances dependent will be encouraged to obtain an evaluation by a licensed substance abuse professional and seek treatment, if so recommended. This District will provide informational assistance in locating professional substance abuse counseling to any driver requesting such assistance.

Bus drivers undergoing alcohol or controlled substances rehabilitation will do so at their own expense (other than those expenses covered by the District's insurance program), on their own time, or during an unpaid leave of absence approved by the District prior to taking the leave.

Any bus driver who demonstrates successful progress or completion of a recommended course of treatment may return to work only after passing an alcohol and/or controlled substances test at the driver's expense. Any such driver will be expected to comply with all aspects of this policy.

Policy Violation Consequences

Any individual who tests positive in the pre-employment test for alcohol (point zero four (0.04) or higher) or controlled substances will not be offered employment with this District. Any bus driver who tests positive for alcohol (point zero four (0.04) or higher) or controlled substances will have his or her employment with this District terminated.

Driver Training and Responsibility (continued) **8180**

No driver tested under this policy who is found to have an alcohol concentration of point zero two (0.02) or greater, but less than point zero four (0.04), will perform or continue to perform safety-sensitive functions for this district, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. No action will be taken under this policy against a driver based solely on test results showing an alcohol concentration less than point zero four (0.04).

The possession, use, purchase, or distribution of alcohol or controlled substances by a bus driver in a District vehicle, on District property, or during work hours is prohibited. Any bus driver who violates this prohibition will have his or her employment with this District terminated.

A bus driver's off-the-job illegal use, manufacture, purchases, possession, or distribution of controlled substances, drug paraphernalia, or illegal use of alcohol resulting in criminal charges against the driver will result in the driver being requested to submit to alcohol and/or controlled substances testing. If the tests are positive, the driver will fall within the provisions of this policy. If a bus driver is convicted of the above-stated offense, the driver will have his or her employment with this District terminated.

Any driver who refuses to be tested, or fails to release or provide information as required by this policy, will have his or her employment with this District terminated.

Conclusion

The terms of this Transportation Workplace Alcohol and Drug Testing Program are intended to achieve a work environment where bus drivers are free from the effects of alcohol and/or controlled substances. The provisions of this policy may be revised as necessary. This District anticipates that by implementing the provisions of this policy, its drivers will enjoy the benefits of working in a safer and more productive environment.

Further information is available from the Superintendent or designee concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem of a driver or a coworker; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

Bus Warning Violations

Any employed or contracted school bus driver for this School District, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing, will prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The school bus driver or a school official will deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within seventy-two (72) hours after the alleged violation occurred.

Driver Training and Responsibility (continued) **8180**

No driver tested under this policy who is found to have an alcohol concentration of point zero two (0.02) or greater, but less than point zero four (0.04), will perform or continue to perform The report will include the following information:

a. The time of the alleged incident;

b. The location of the alleged incident;

c. The motor vehicle license plate number;

d. A description of the vehicle involved.

Legal Reference:

I.C. 33-506
I.C. 33-1508 Operation of School Buses
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 49-105
I.C. 49-915
I.C. 49-1422
I.C. 49-1423
I.C. 72-1701, *et seq.*
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation
Pupil Transportation & Responsibilities and Operations Manual, Idaho State Department of Education, revised 1996, and all subsequent revisions.
The Omnibus Transportation Employee Testing Act of 1991 PL 102-143
49 C.F.R. Parts 40 and 382
Idaho Private Employer Alcohol and Drug-Free Workplace Act

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Use of Wireless Communication Devices by Bus Drivers 8185

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

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

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

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

Bus drivers may be issued hands-free devices to be used for District business should the need arise. If hands-free devices are issued, bus drivers shall be trained annually in their safe use. Written documentation of the training, and bus drivers' signatures that they completed the training and understand this policy shall be maintained in the District Office.

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

Policy History:
Adopted on: 3/9/09
Revised on:

Emergencies Involving Transportation Vehicles **8190**

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

Policy History:
Adopted on: 3/9/09
Revised on:

District Vehicle Idling **8195**

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

District Vehicle Idling Times

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

Policy History:
Adopted on: 3/9/09
Revised on:

Unpaid School Meal Charge **8205**

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystander's students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than three meals to his or her school meal account. Students may charge breakfasts and/or lunches and/or afternoon snacks up to the maximum amount.

Students who have charged the maximum amount allowed will not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

Students who have charged the maximum amount and cannot pay out of pocket for a meal will be provided an alternate meal which meets the federal requirements for reimbursement.

The District shall place the cashier station before the serving area to avoid requiring a student to return a meal if they are found to have reached the maximum charge amount.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The Board directs the Superintendent to draft a procedure detailing the manner in which notice of low account balances shall be given;

First Charge: 1. The cashier will notify the student.

Second Charge: 1. The cashier will notify the student.

2. The cashier will email a letter with the negative balance to the parent/guardian.

Third Charge: 1. The cashier will notify the student.

2. The cashier will email a letter with the negative balance to the parent/guardian.

3. The cashier will call to inform parent/guardian the child(ren) will not be able to receive food services until the account is current.

Unpaid School Meal Charge (continued) **8205**

The District will make reasonable efforts to notify families when meal account balances are low. The District will make reasonable efforts to collect unpaid meal charges. At least one written warning shall be provided to a student and his or her parent/guardian prior to denying meals for exceeding the District's charge limit. Families will be notified by a phone call and/or a letter sent home with the student and/or by mail and/or by email.

This notice may include a copy or description of this policy and information regarding how to apply for free or reduced price meals, including contact information for the [federal programs director], who can help them with the application process. Active efforts to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

If payment of the negative balance is not received by the end of the school year, the debt will be turned over to the Superintendent or the Superintendent's designee for collection. If the debt is not paid within 30 days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as the District's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment to the school OR District office;
2. Making payment on the District website;

Notification

The District will provide a copy of this policy to all households at the start of school each year and to families and students that transfer into the District at the time of transfer. All District staff responsible for enforcing any aspect of the policy shall also receive a copy of this policy. It may also be communicated to school social workers, school nurses, the homeless liaison, or other staff members who may assist students in need. The District may also make this policy available in student handbooks, on the District website, or by other means deemed appropriate.

Records

Records of how and when this policy is communicated to households and staff will be retained. The District shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with this policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and

Unpaid School Meal Charge (continued) **8205**

4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

The District may establish an unpaid meal charges fund to cover the cost of unpaid meal charges. Charitable groups, individuals, school fundraisers, and others may donate to this fund. Parents/guardians of children who pay the full amount for school meals and who have funds left over in their school meals account at the end of the school year may be offered the option of donating these funds to the unpaid meal charges fund.

If the District chooses to establish an unpaid meal charges fund, the Superintendent or his or her designee shall establish procedures for the use of such funds.

Other Reference: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture
Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Policy History:

Adopted on: 9/13/2017

Revised on:

Reviewed: 9/24/2025

District Nutrition Committee **8210**

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

Following initial development, the committee will meet a minimum of two times annually for continued assessment.

Committee membership will consist of:

1. A Board Member;
2. The District food service coordinator;
3. A school health professional, such as a dietician or school nurse;
4. A parent representative from each school level;
5. A student representative from each school level;
6. A member of the general public;
7. A staff member representative from each school level;
8. An administrative representative as committee co-chair; and
9. The physical education and health program leader as committee co-chair.

Appointments to the committee will be made by the Superintendent

Development

To help with the initial development of the District's wellness policies, each school in the District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the District level to identify and prioritize needs.

Monitoring

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

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

The Superintendent or designee will develop a summary report every three years on District- wide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board

and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the District.

Legal Reference:	P.L. 108-265	The Child Nutrition and WIC Reauthorization Act of 2004
	42 USC § 1758b	Healthy and Hunger-Free Kids Act of 2010
	42 USC § 1771 *et seq*.	Child Nutrition Act of 1966
	42 USC § 1751 *et seq*.	National School Lunch Act
Other References:	Idaho Wellness Policy Progress Report, Idaho State Department of Education	
	Implementation and Monitoring Plan, Idaho State Department of Education	
	Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education	

Policy History:
Adopted on: 3/9/9
Revised on: 9/23/19,
Reviewed on: 10/11/2024

Local School Wellness **8215**

It is the goal of Troy School District 287 to strive to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student and afford them the opportunity to fully participate in the education process. Troy School District 287 promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

Goals for Wellness Promotion

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the "Smarter Lunchroom" tools and strategies.

To ensure the health and well-being of all students, it is the policy of the Troy School District287 to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA's National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;

2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);

3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

   [Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

The District shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:

1. Ensure that all District schools become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year;
3. Draft and regularly distribute a wellness newsletter for students and parents;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Provide 75 minutes of physical education per week to elementary students and 245 minutes per week to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.
8. Start a walking or physical activity club at each school;
9. Offer at least one after school physical activity programs;
10. Ensure student have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;
18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Local School Wellness (continued) **8215**

Community Participation

The District shall invite parents, students, representatives of the school food staff of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are all permitted to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall periodically measure and make available to the public an assessment on the implementation of this policy including:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to model local school wellness policies;
- A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the district or school website.

Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more district officials or school officials to ensure that each school complies with this policy.

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004
Pub.L. 111-296 Healthy, Hunger-Free Kids Act of 2010

Cross-Reference: 2310 Nutrition Education
2315 Physical Activity Opportunities and Education
8230 Nutrition Standards

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004
42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010
42 USC § 1771 et seq. Child Nutrition Act of 1966
42 USC § 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule

Local School Wellness (continued) **8215**

7 CFR § 210.30 Local School Wellness Policy
Smart Snacks in School Regulations by the United States Department of Agriculture

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education
Implementation and Monitoring Plan, Idaho State Department of Education
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education

http://www.sde.idaho.gov/cnp/sch-mp/snacks.html

Policy History:
Adopted on: 09/09/2013
Revised on: 10/8/2018
Reviewed on: 11/10/2025

Nutrition Standards 8230

The District shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

Calorie Range: Schools shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: Schools shall eliminate foods containing trans-fat on the nutrition label.

Whole Grains: All grain offerings shall be whole grain rich.

Fruits and Vegetables: Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

Milk: Schools shall offer fat-free and low-fat unflavored milk at all points of service. Schools may not sell 2% and whole milk. Flavored milk offerings must be skim milk.

Water: Schools shall make water available to students during meal service free of charge.

Legumes: Schools shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups.

Sodium: Schools shall limit sodium to meet NSLP and SBP standards.

Condiments: Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Nutrition Standards **8230**

Cross Reference: 2305 Nutrition Services
8250 Guidelines for Food and Beverages Sales

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
Smart Snacks in School Regulations by the United States Department of Agriculture
Smart Snacks in School Policy by the Idaho State Department of Education—Child Nutrition Programs

Other Reference: http://www.sde.idaho.gov /cnp/sch0mp/snacks.html

Policy History:
Adopted on: 10/12/18
Revised on:
Reviewedon: 10/11/2024

Water Consumption/Water Bottle Policy **8235**

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes at no cost, at least through water fountains.

Water Bottle Policy

When students bring water bottles for use during school:

1. Water bottles must be clear and have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Students misusing water bottles will be subject to disciplinary actions;
5. Teachers have discretion in determining classroom use;
6. Water bottles may not be used in computer labs, science labs, or the library; and
7. Water bottles may not be re-filled during classroom instruction.

Policy History:
Adopted on: 12/9/2019
Revised on:
Reviewed on: 11/11/2019

8000 – NONINSTRUCTIONAL OPERATIONS

School Meals 8240

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

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools regulations, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich;

2. The meals served will be appealing and attractive to children; and

3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

Breakfast

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

1. To the extent possible, operate the School Breakfast Program;
2. To the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess;
3. Notify parents and students of the availability of the School Breakfast Program; and
4. Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and
2. The Board encourages schools to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings.

School Meals **8240**

Meal Times and Scheduling Recommendations

District schools, to the greatest extent possible, should:

1. Provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
2. Schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:00 AM and 2:00 PM;
3. Not schedule tutoring, club or organizational meetings, or activities during mealtimes unless students may eat during such activities;
4. Schedule lunch periods in elementary schools to follow recess periods;
5. Provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
6. Take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
Smart Snacks in School Regulations by the United States Department of Agriculture

Policy History:
Adopted on: 10/8/18
Revised on:
Reviewed on: 10/11/2024

Guidelines for Food and Beverages Sales 8250

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. All foods will adhere to Smart Snack regulations, unless approved by an administrator as an exemption.

Elementary Schools

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

Middle/Junior High and High Schools

In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day will meet the nutrition standards found in the Smart Snacks in Schools regulations.

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the Superintendent. The Superintendent will have the authority to determine whether such machines may be installed, where they will be placed, and during which hours they might be used. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations and documentation of compliance shall be retained.

Snacks

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

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

Guidelines for Food and Beverages Sales (continued) 8250

Fundraising Activities and Concessions

Any fundraising requires administrative approval and will be tracked by school site.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there, must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers.

The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school through fundraisers exempted as outlined above, include healthy food choices as well.

Organizations operating concessions at school functions should include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower price to encourage selection by students. If these foods and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

School-Sponsored Events

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

Cross Reference:	§ 3420	Student Fund Raising Activities
Legal Reference:	Smart Snacks in School Regulations by the United States Department of Agriculture	
Other Reference:	http://www.sde.idaho.gov/cnp/sch-mp/snacks.html	

Policy History:
Adopted on: 12/9/2019
Revised on:
Reviewed on : 10/11/2024

8000 – NONINSTRUCTIONAL OPERATIONS

Emergency & Disaster Preparedness **8300**

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

Development of Crisis Management Plan

Troy School District shall develop and maintain a Crisis Management Plan to act as a guide for School District Board members, administration, staff, students, parents, and community members to address potential crisis in the School District.

The Crisis Management Plan shall provide procedures for the School District and for each site, and shall be used prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan shall be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan shall be maintained by the Superintendent, working in conjunction with the Administrative Council.

Each Principal and Supervisor shall receive a copy of the Crisis Management Plan and shall provide inservice training on plan implementation.

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

Cross Reference: 8520 Inspection of School Facilities / Emergency Evacuation Plan

Legal Reference:

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Automated External Defibrillators **8310**

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

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

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

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

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

Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employees certification. Acceptable certification will consist of completion of an AED and CPR course approved by the American Heart Association, the American Red Cross, or similar entities.

Cross Reference:

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

Policy History:
Adopted on: 3/9/09
Revised on:

NONINSTRUCTIONAL OPERATIONS 8320

Fire Drills and Evacuation Plans

Goal

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

Frequency

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

First Evacuation Drill

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

Time

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

Assembly Points

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

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill;
2. Date and time of the drill;
3. Notification method used;
4. Staff members on duty and participating;
5. Number of occupants evacuated;

6. Special conditions simulated;
7. Problems encountered;
8. Weather conditions when occupants were evacuated; and
9. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

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

Fire Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for use of elevators to evacuate, if applicable.
4. Procedures for accounting for employees and occupants after the evacuation has been completed;
5. Identification and assignment of personnel responsible for rescue or emergency medical aid;
6. The preferred and any alternative means of notifying occupants of a fire or emergency;
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
9. A description of the emergency voice or alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency;

2. The life safety strategy and procedures for notifying and evacuating occupants or for a defend-in-place response (if applicable);
3. Site plans indicating the following:

    A. The occupancy assembly point;
    B. The location of fire hydrants; and
    C. The normal routes of fire department vehicle access

4. Floor plans identifying the locations of the following:

    A. Exits;
    B. Primary evacuation routes;
    C. Secondary evacuation routes;
    D. Accessible egress routes;
    E. Areas of refuge;
    F. Exterior areas for assisted rescue;
    G. Manual fire alarm boxes;
    H. Portable fire extinguishers;
    I. Occupant-use hose stations; and
    J. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

<u>In the Event of a Fire</u>

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

Do not use the elevators in the event of a fire except as authorized by the fire safety plan.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.

    A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal.

B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.

3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Do not attempt to rescue them. Notify fire department personnel.

Legal Reference:	I.C. § 41-253	Adoption of International Fire Code
	IDAPA 08.02.03.160	Safe Environment and Discipline
	2018 International Fire Code	
	2012 Idaho Fire Code	

Policy History:
Adopted on: 6/13/2022
Revised on:
Reviewed on: 5/9/2022

Activity Trips **8400**

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. However, bus and driver service may be provided to outside groups upon payment of appropriate fees, to be determined administratively, and provided that service not conflict with any District needs.

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

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

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

Student Travel to/from Extracurricular or Co-Curricular Activity

Students participating in extracurricular activities outside the District must travel in school- owned vehicles or they will not be allowed to participate. Following the event, students may be released only to the parent or legal guardian. Such release will require a direct communication from the parent or guardian to the coach or Principal. Any exceptions must be previously approved by the Principal.

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 who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the Principal as a sponsor will have such authority.

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

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

Activity Trips (continued) **8400**

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

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

This policy does not apply to activities, such as proms or other school-sponsored dances in which student participation is optional, or attendance as a spectator at an athletic event.

Cross-Reference: 3380 Extracurricular and Co-Curricular Participation Policy

Legal Reference:
I.C. 33-512(12)
IDAPA 08.02.02.190 Program Operations

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

Risk Management **8500**

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

The Board has the power and duty to provide and maintain adequate insurance to insure all school buildings and other District property, and the District, against any loss by fire, casualty, or liability, and the Board, its officers, and employees, and to preserve the District's property for the benefit of the District. In case of loss of any insured property, the proceeds from insurance may:

a. Be expended in constructing a temporary or permanent structure, but no sum greater than the insurance proceeds will be expended except on approval of a majority of the School District's electors voting in an election called for that purpose;

b. Be placed in or made a part of the school plant facilities reserve fund of the District, if the District has such a fund; or

c. Be placed in a separate account in the bond interest and redemption fund of this District to repay any kind of obligation incurred by the District in replacing or restoring the property for which the insurance proceeds were received. The funds will not be included in the computations of bond and bond interest levies as provided in Section 33-802A, Idaho Code.

If the proceeds of any insurance received by a District by reason of loss of real property will be less than five thousand dollars ($5,000), the proceeds may be credited to the general fund of the District.

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

For each District vehicle owned and used, the Board shall have in effect at all times insurance purchased from a company or companies licensed to operate in this state, in amounts not lower than the minimum set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a person arising out of the operation of the school transportation system.

However, if the vehicle belongs to an employee, the employee's policy is the primary policy and the District policy would provide additional limits to both the district and the employee.

Risk Management (continued) **8500**

If the vehicle belongs to a volunteer such as a parent, the volunteer's policy is the primary policy and the District's policy would provide additional limits to the volunteer ONLY if the volunteer's policy has at least a $300,000 limit.

The Troy School District consistently recommends that students always be transported in approved school buses.

Cross Reference: 8520 Inspection of School Facilities

Legal Reference:

I.C. 33-701 Fiscal year – Payment and accounting of funds
I.C. 33-802A
I.C. 33-1613 Safe public school facilities required
I.C. 33-1507

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09

District Safety **8510**

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

Cross-Reference: 8300 Emergency & Disaster Preparedness
9400 Safety Program

Legal Reference:
Occupational Safety and Health Act

Policy History:
Adopted on: 3/9/09
Revised on:

TROY SCHOOL DISTRICT NO. 287

NONINSTRUCTIONAL OPERATIONS **8520**

Inspection of School Facilities

To ensure the safety and health of children and staff, the District shall, at least once a year, subject the facilities of the District to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the Division of Building Safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions. In such case, the Board shall direct the Superintendent to prepare or delegate the preparation of a plan of abatement to be completed at the earliest practicable time. The plan shall be implemented immediately. Such plan shall be provided to the Board and to the administrator of the Division of Building Safety.

Funds to conduct such abatement shall be segregated and, if necessary, secured as required by Idaho Code.

For purposes of this policy, the term "facilities" means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

Cross Reference:	8300	Emergency & Disaster Preparedness
	8510	District Safety
	9400	Safety Program
Legal Reference:	I.C. § 33-1613	Safe Public School Facilities Required
	IDAPA 08.02.03.160	Safe Environment and Discipline

Policy History:
Adopted on: 6/13/2022
Revised on:
Reviewed on: 5/9/2022

Property Damage **8530**

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

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

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

Privately-Owned Property

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

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

Policy History:
Adopted on: 3/9/09
Revised on:

RecordsManagement **8600**

A fireproof, waterproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Clerk shall be the Public Records Custodian under the supervision of the Superintendent.

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

All public records will be provided to the public in accordance with the laws of the State of Idaho and District Policy 4140.

RecordSafety

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

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

1. Physical security;
2. Backup storage security;
3. Backup schedule;
4. Rotate backups;
5. Remote access;
6. Personnel authentication;
7. Backup infrastructure security;
8. Duplicating records for off-site storage; and
9. Storing computer tapes and disks in fireproof, waterproof safes.

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

Legal Reference: Title 74 Chapter 1 Public Records Act

Policy History:
Adopted on: 1/8/07
Revised on: 3/9/09, 10/16/18

NONINSTRUCTIONAL OPERATIONS 8605

Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Custodian(s), in conjunction with the Superintendent, or designee, is responsible for the maintenance, safeguarding, and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings, and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Custodian(s) shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

Destruction of Email and Other Electronic Communications

The District will store emails for a maximum period of three years. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than email. An employee's failure to retain

District documents accordingly could serve as a basis for discipline, up to and including possible termination.

District employees and Board Members are directed to retain text messages and other electronic communications related to District business for a period of three years.

Suspending Destruction of Official Records

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

1. If the District receives a public records request;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Public Records Custodian(s) and Superintendent are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	**PM**	**DO, SB**
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	**3 yr**	**DO, SB**
ADMINISTRATION—OATHS OF ELECTION—until canvassed and recorded in the minutes	**Not less than 8 months following election**	**DO**
ADMINISTRATION—CONTRACTS FOR THE SALE AND PURCHASE OF REAL PROPERTY	**PM**	**DO, SB, DM, DT**
ADMINISTRATION—CONTRACTS AND LEASES	**AC +6 yr**	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
ADMINISTRATION—GENERAL CORRESPONDENCE	**3 yr**	**DO, SB**
ADMINISTRATION—DONATION/GIFT RECORDS	**PM**	**DO, SB**
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	**PM**	**DO**
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	**PM—Restricted Access**	**DO**
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	**PM**	**DO, SB, DM, DT**
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	**AC+3 yr**	**DO, SB**
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	**PM**	**DO**
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	**PM**	**DO**
ANNUAL REPORTS	**PM**	**DO**
APPEAL AND REVIEW RECORDS—Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	**PM**	**DO**
BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, budgets, financial statements, reports, other reference material. Records are often compiled in a notebook or electronically for each member.	**AC+3 yr** NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	**DO**
BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	**PM**	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
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RECORDS DESCRIPTION	**RETENTION PERIOD**	
COMPUTER SYSTEMS-BACKUPS—Backups on tape, disk, CD, DVD, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	**US or 1 year**	**DO**
EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	**LA+3 yr**	**DO, DM, DT**
EQUIPMENT MANUALS—Instruction and operating manuals	**LA**	**DO, SB, DM, DT**
EQUIPMENT WARRANTIES	**AC+1 yr**	**DO, SB, DM, DT**
FACILITIES OPERATIONS-APPRAISALS—Building or property	**3 yr**	**DO**
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.	**PM** For leased structures retain AC+2	**DO, DM**
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.	**LA**	**DO, SB, DM**
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	**FE+3 yr**	**DO, SB, DM, DT**
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property	**PM**	**DO**
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs	**US+3 yr**	**DO, SB, DM**
FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.	**AC+2 yr** AC=Until superseded, date of expiration, or date of termination, whichever is sooner	**DO, SB, DM**
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	**PM**	**DO, DM**
FACILITY OPERATIONS-UTILITY USAGE REPORTS	**1 yr**	**DO, DM**
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	**1 yr**	**DO, DT**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
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RECORDS DESCRIPTION	**RETENTION PERIOD**	
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	**FE+3 yr**	**DO, SB**
FISCAL-ANNUAL FINANCIAL REPORTS	**PM**	**DO, SB, DM, DT**
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	**FE+4 yr**	**DO, SB**
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-FINAL AUDIT REPORTS	**PM**	**DO, SB**
FISCAL-BANK STATEMENTS	**FE+3 yr**	**DO, SB**
FISCAL—PAYMENT RECORDS AND SUMMARIES	**FE+2 yr**	**DO, SB, DM, DT**
FISCAL-CANCELLED CHECKS—Stubs/Warrants/Drafts	**FE+3 yr**	**DO, SB**
FISCAL-CAPITAL ASSET RECORDS	**LA+3 yr**	**DO, SB, DM, DT**
FISCAL-CASH RECORDS—Cash deposit slips; cash receipts log	**FE+3 yr**	**DO, SB**
FISCAL-DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property	**PM**	**DO**
FISCAL-detail chart of accounts—One for all accounts in use for a fiscal year	**FE+3 yr**	**DO, SB**
FISCAL-EXPENDITURE JOURNAL OR REGISTER	**FE+3 yr**	**DO, SB**
FISCAL-EXPENDITURE VOUCHERS—Travel, payroll, etc.	**AC+6 yr** **AC= Termination of employment**	**DO, SB, DM, DT**
FISCAL-EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-FEDERAL TAX RECORDS—Includes FICA records	**PM**	**DO**
FISCAL-FEDERAL FUNDING RECORDS—Title I; Chapter 2; IDEA Part B	**FE+5 yr** Or until all pending audits or reviews are completed	**DO**
FISCAL—FEDERAL—USDA	**AC+3 yr** AC=submission of final expenditure	**DO**
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	**FE+3 yr**	**DO, SB**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
FISCAL-GRANTS—State and Federal	**AC+3 yr** AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	**DO, SB**
FISCAL-INSURANCE CLAIM FILES	**AC+3 yr** AC=Resolution of claim	**DO**
FISCAL-INSURANCE POLICIES—all types	**AC+6 yr** AC=expiration or termination of policy according to its terms	**DO**
FISCAL-LONG-TERM LIABILITY RECORDS—Bonds, etc	**AC+4 yr** AC=retirement of debt	**DO**
FISCAL-RECEIPTS JOURNAL OR REGISTER	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-RECONCILIATIONS	**FE+3 yr**	**DO, SB**
FISCAL-REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	**FE+3 yr**	**DO, SB**
FISCAL-RETURNED CHECKS—Uncollectable warrants or drafts	**AC+3 yr** AC=After deemed uncollectible	**DO, SB**
FISCAL-SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	**US+FE+3 yr**	**DO**
LEGAL-LITIGATION FILES	**PM** CAUTION: May contain attorney-client privileged information	**DO, SB, DM, DT**
LEGAL-OPEN RECORDS REQUESTS—documentation relating to approved or denied requests for records under Idaho Public Records Law	**PM**	**DO**
LEGAL-OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	**PM** CAUTION: May contain attorney-client privileged information	**DO, SB**

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	**RETENTION PERIOD**	
INSTRUCTIONAL—Distance learning instruction that is recorded by the District. Such recording is not required by this policy.	**[Until [SELECT ONE: one month OR two months] following the end of the semester/trimester.**	**Electronic**
INSTRUCTIONAL—Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	**5 years after last use.**	**SB**
NEWS OR PRESS RELEASES	**PM**	**DO, SB**
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	**AC+6 yr** **AC=Termination of employment**	**DO, SB, DM, DT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, etc. required by employment advertisement	**AC+5 yr** AC=Termination of employment	**DO, SB, DM, DT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED—Applications, resumes, etc. required by employment advertisement	**AC+2 yr** AC=Date position is filled	**DO, SB, DM, DT**
PERSONNEL-BENEFIT PLANS	**PM if current,** **US+6 yr**	**DO**
PERSONNEL-COMPLAINT RECORDS—Complaints received and records documenting their resolution	**FE+3 yr** CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	**DO, SB, DM, DT**
PERSONNEL-CORRECTIVE ACTION—those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance	**PM** CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	**DO, SB, DM, DT**
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION—those actions that affect pay or status. They include demotion, dismissal, etc.	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which administration has sought such statements	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE BENEFITS—documents relating to selection of benefits other than insurance	**AC+6 yr** **AC= Termination of employment**	**DO**

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RECORDS DESCRIPTION	**RETENTION PERIOD**	
PERSONNEL-EMPLOYEE COUNSELING RECORDS—Notes, etc. relating to job-specific counseling	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS—documents relating to all deductions of pay	**AC+5 yr** AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	**DO**
PERSONNEL-EMPLOYEE EARNINGS RECORDS	**PM**	**DO**
PERSONNEL-EMPLOYEE INSURANCE RECORDS—District copy of selection records by employees of insurance offered by the District	**AC+6 yr if current** **AC= Termination of employment,** **US+ 5 yr**	**DO**
PERSONNEL-EMPLOYEE RECOGNITION RECORDS—Awards, incentives, etc.	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	**2 yr**	**DO**
PERSONNEL-EMPLOYMENT CONTRACTS	**Original dates of hire +50 yr**	**DO**
PERSONNEL-EMPLOYMENT ELIGIBILITY—Documentation or verification of Federal report form INS I-9	**PM**	**DO**
PERSONNEL-EMPLOYMENT SELECTION RECORDS—all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	**5 yr** CAUTION: Does not include criminal history checks	**DO, SB, DM, DT**
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS—minimum information includes name, social security number, exact dates of employment and last known address	**PM**	**DO**
PERSONNEL-GRIEVANCE RECORDS—review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	**PM**	**DO, SB, DM, DT**
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS—criminal history record information on job applications	**PM**	**DO**
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION—any document detailing duties of positions on position-by-position basis	**US+8 yr**	**DO, SB, DM, DT**
PERSONNEL-LEAVE STATUS REPORT—cumulative report for each pay cycle showing leave status	**FE+3 yr**	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-LIABILITY RELEASE FORM—statements of employees, patrons, etc. who have released the District from liability	**PM**	**DO**
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	**PM**	**DO, DT**
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	**5 yr**	**DO, SB, DM, DT**
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	**AC+6 yr** **AC= Termination of employment** **US+3 yr**	**DO**
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION---used to adjust gross pay, FICA, retirement or compute taxes	**AC+6 yr** **AC= Termination of employment** **US+3 yr**	**DO**
PERSONNEL-PAYROLL-Garnishment agreements and related revisions	**AC+3 yr** **AC= Termination of employment**	**DO**
PERSONNEL-PERFORMANCE EVALUATION	**PM**	**DO. SB, DM, DT**
PERSONNEL-PERSI ENROLLMENT FILE	**PM**	**DO**
PERSONNEL-PERSI RECORD OF HOURS WORKED—Irregular help, half-time or greater	**Date of hire +50 yr**	**DO**
PERSONNEL-PERSI TERMINATION RECORD	**PM**	**DO**
PERSONNEL-PERSONNEL INFORMATION—documents that officially change pay, titles, benefits, etc.	**PM**	**DO**
PERSONNEL-POLICY AND PROCEDURES MANUAL—any manual, etc. that establishes standard employment procedures	**PM**	**DO, SB, DM, DT**
PERSONNEL-RESUME-UNSOLICITED	**1 yr**	**DO, SB, DM, DT**
PERSONNEL-SICK LEAVE POOL DOCUMENTATION—requests submitted, approvals, number of hours transferred in an out, etc.	**LA+3 yr**	**DO**
PERSONNEL-TIME CARD AND TIME SHEET	**PM**	**DO, SB, DM, DT**
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	**5 years**	**DO, SB, DM, DT**
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—records documenting training, testing, or continued education	**PM**	**DO, SB, DM, DT**
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	**5 yr**	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	**RETENTION PERIOD**	
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	**AC+5 yr**	**DO**
PERSONNEL-W-2 & W-4 FORMS	**5 yr from date of termination**	**DO**
PERSONNEL—WORKER'S COMPENSATION POLICIES	**AC+10 yr** AC=expiration of policy	**DO**
PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District	**PM**	**DO**
PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	**FE+3 yr**	**DO, SB, DM, DT**
PROCUREMENT-BID DOCUMENTATION—includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	**FE+3 yr** CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	**DO, DM, DT**
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	**PM**	**DO, SB, DM, DT**
SAFETY-ACCIDENT REPORTS	**8 yrs*** For Minors, 8 yrs after minor reaches age of 18	**DO, SB, DM, DT**
SAFETY- OCCUPATIONAL INJURY RECORDS	**AC+3 yr** **AC= Termination of employment**	**DO, SB, DM, DT**
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	**PM**	**DO, SB, DM, DT**
SAFETY-EVACUATION PLANS	**PM**	**DO, SB**
SAFETY-FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	**AC+6 yr** AC=deficiency corrected	**DO, SB, DM**
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS—Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	**PM**	**DO, DM**

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RECORDS DESCRIPTION	**RETENTION PERIOD**	
SAFETY-INCIDENT REPORTS—Reports concerning incidents which, upon investigation, were of a non-criminal nature	**6 yr (or 30 yr*)** *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	**DO, SB, DM, DT**
SAFETY-INSPECTION RECORDS—Fire, safety, and other inspection records of facilities and equipment	**AC+6 yr** AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	**DO, SB, DM**
SAFETY-MATERIAL DATA SAFETY SHEETS	**30 yrs after the end of use of the substance**	**DO, DM**
SAFETY-WORKPLACE CHEMICAL LISTS	**30 yr**	**DO, SB, DM**
STUDENTS-EDUCATION RECORDS—Student's name, birth date, last address, dates of attendance, graduation date and grades earned	**As described in Procedure 3570P.**	**DO, SB**
STUDENTS-SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	**FE+6 yr except as specified in Policy 3570P**	**DO, SB**
STUDENTS-MEDICAID RECORDS-claims, reimbursements, and supporting documentation	**FE +5 yr**	**DO, SB**
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	**LA+1 yr**	**DO, DT**
VEHICLE-TITLE AND REGISTRATION	**1 yr**	**DO, DT**
VOLUNTEER RECORDS—records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	**AC+3 yr** AC=End of term of volunteer or intern	**DO, SB**
WEBSITE/WEB PAGES—INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	**PM**	**DO, SB**

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

Cross References:	2150P	Copyright Compliance
	3570	Student Records
	3570P	Student Records

Legal References:	I.C. § 33-508	Duties of Clerk
	I.C. § 33-701(8)	Fiscal Year—Payment and Accounting of Funds
	I.C. § 56-209h	Administrative Remedies
	I.C. § 67-4131	Records Management Services—Rules, Guidelines, Procedures
	I.C. § 74-101	Definitions
	I.C. § 74-119	Agency Guidelines

Other References: State Board of Education - Agency Specific Records Retention Schedule of the Records Management Guide, Idaho Records Center
SDE Idaho Special Education Manual, current edition

Policy History:
Adopted on: 3/9/09
Revised on: 10/16/18, 3/15/21, 6/13/2022
Reviewed on: 5/9/2022

Health Insurance Portability and Accountability Act **8610**

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

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

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

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

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

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

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

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

Health Insurance Portability and Accountability Act (continued) **8610**

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

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

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

Legal Reference:

Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Policy History
Adopted on: 3/9/09
Revised on:

Computer Software **8700**

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

No District-owned computing resources should be used for unauthorized personal or commercial purposes.

Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

The Principal of the school and the Superintendent are the only individuals who may sign license agreements for software for the school.

Cross-Reference: 2150 Copyright

Policy History:
Adopted on: 3/9/09
Revised on:

TROY SCHOOL DISTRICT #287

8000 - Noninstructional Operations

Generative Artificial Intelligence **8705**

This policy sets out guidelines for the permissible use of generative artificial intelligence (AI) by staff for work-related purposes and by students for school-related purposes. This policy applies to any use of generative AI tools by students and employees in school buildings, on school grounds, during school activities, and on school-issued devices. It is also intended to help inform the District community about issues to be aware of regarding generative AI tools, such as data privacy concerns, their potential to provide inaccurate or inappropriate responses, and the fact it is not possible to own or copyright material created using such tools. The District's approach to generative AI tools in education shall be aligned to the Generative Artificial Intelligence in Education Framework developed by the Idaho Department of Education, approved by the State Board of Education.

The District shall strive to ensure that staff and students are AI literate, meaning that they have the technical knowledge, durable skills, and future-ready attitudes required to thrive in a world influenced by AI; and that they are able to engage, create, manage, and design AI while critically evaluating its benefits, risks, and ethical implications.

The District shall also strive to prevent prohibited use of AI tools for District business.

This policy is not intended to limit use of District approved search engines with limited AI functions.

Any use of generative AI must comply with any relevant District policies. For instance, such tools may not be used in ways that violate the District’s policies prohibiting plagiarism, bullying, or unacceptable uses of electronic devices.

Approved Generative AI Tools

The Superintendent, or their designee, create a list of District-approved generative AI tools. Before approving such tools, the Superintendent, principals, and IT shall review and understand each tool’s terms of service and privacy policy and ensure the use of the tool is compatible with District policy and laws related to student privacy, data security, and other applicable requirements. The Superintendent or their designee may grant approval on a case-by-case basis of generative AI tools not yet given general approval. The Superintendent may also require a data protection agreement between the District and any software tool covered by this policy.

When considering purchasing access to a generative AI tool, the District shall consider what purpose they want the tool to serve and how training and support will be provided to those who use the tool. The District shall require a data privacy agreement (DPA) with any vendor their contract with to access a generative AI tool to protect sensitive student, staff, and District data. Matters that should be considered when selecting a provider of an AI service include:

1. How the District's data will be used, consistent with IC 33-133;
2. How any user data collected will be analyzed, shared, or used and whether the provider can ensure the data is not used for AI model training;
3. What kinds of data the provider keeps, how long it is kept, and who will have access to it;

4. Measures they take to protect student and staff data; and
5. Whether the tool complies with the requirements of the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Internet Protection Act (CIPA), the Individuals with Disabilities Education Act (IDEA), Title VI, Idaho student data privacy laws, and any Idaho AI legislation.

Use by Staff

Staff may use District-approved generative AI tools.

For generative AI tools that require an account, staff shall maintain separate accounts for work and personal uses and shall inform their supervisor of any work-related accounts created. Personal generative AI accounts shall not be used on District equipment or a District-provided internet connection.

Staff shall not use any of the following in prompts for an AI tool or otherwise upload the following to an AI tool unless the Superintendent or their designee provides specific permission to do so:

1. Personally identifiable information;
2. Sensitive or confidential student or personnel records; or
3. Any copyrighted material.

As a matter of ensuring appropriate grading and demonstrating respect for student work and for the professional teacher-student relationship, staff shall not use AI tools to determine a student's grade on any project, including but not limited to any grade which includes a subjective component. Staff should also refrain from substituting an AI tool for their professional judgment when making decisions related to student discipline, eligibility for special education, assessments of student health, school safety, or other sensitive or high-stakes decisions.

If an employee uses a generative AI tool for a work-related task, they should disclose that they've done so if:

1. The tool's terms of service require such disclosure.
2. It would be misleading to the supervisor or to the audience not to disclose this use. This includes misleading them about the work being entirely the work of the employee.
3. The work is being used in a context when sources are generally cited.

Prior to using any output of a generative AI tool, staff shall check the output for inaccuracies, bias, stereotyping, or any other content that is inappropriate or unsuitable for the intended purpose. Staff shall not use such tools for any purpose where they are not able to verify the accuracy and appropriateness of the output.

The District may provide professional development to educators, administrators, and support staff on generative AI, including on such topics as ethical use, the abilities and limitations of such tools, how to evaluate their output, monitoring student use, data and confidentiality issues, and possible in-class uses. This may include making State Department of Education training on AI literacy available to staff and/or directing them to complete such training.

If staff are uncertain of whether any use of AI is appropriate or within the requirements of District policy, they should ask their supervisor about it.

Use by Students at the Direction of Staff

The Superintendent shall delegate staff to provide students with instruction on generative AI tools, including on:

1. Issues of ethics and academic honesty related to their use;
2. Media literacy and uses of AI the student may encounter;
3. Evaluating the output of such tools;
4. How to cite or disclose the use of such tools;
5. The importance of not sharing personal information when using such tools;
6. Confidentiality and safety considerations; and
7. The abilities and limits of such tools.

This instruction aimed at developing AI literacy shall be provided at all grade levels and may be provided in a variety of subject areas.

The District shall obtain parent consent for student use of generative AI tools whenever such permission is required by the tool's terms of service. Students should not be penalized for refusal to use such tools.

For any such activity or assignment, students will be directed to use only tools that have been approved by the District.

Instruction on generative AI tools shall be age appropriate and may address the topics and activities suggested for their grade level by the Generative Artificial Intelligence in Education Framework.

The Superintendent may select a method to assess student mastery of AI literacy or may direct that decisions about assessment of this be made at the building level by the principal or their designee, or at the classroom level by individual teachers.

Student-Chosen Use of AI Tools

Staff shall clearly communicate to students how they are and are not permitted to use generative AI tools for class assignments as well as any expectations to cite or disclose their use of such tools. Teachers may use tools such as the Generative Artificial Intelligence in Education Framework's AI Assessment Scale to explain the types and amounts of AI tool use that are permitted.

Unauthorized use of AI tools and failure to cite such use when citation is required are violations of Policy 3335 Academic Honesty and may be subject to disciplinary action.

Staff will not knowingly allow students to use AI tools in ways that violate their terms of service, such as use without parent permission or use of an account shared between many people when prohibited.

Teachers shall take reasonable steps to prevent use of generative AI tools in ways that undermine learning and assessment or create safety and/or confidentiality concerns. Ways to limit/control the use of such tools may include, but are not limited to:

1. Greater use of in-class assignments;
2. Directing students to describe their research/writing process within the assignment;
3. Directing students to include their personal experiences with the topic or assignment;
4. Requiring page numbers to support claims made in assignments about a book the student was assigned to read;
5. Requiring students to complete and provide outlines and/or early drafts for grading; and
6. Requiring students to base a paper/project solely on specific materials provided.

If a teacher suspects a student may have used an AI tool in a prohibited way for an assignment, the student may be asked to demonstrate their academic competence in a different way.

Tools to detect the use of AI may be used as one factor among others to determine whether such use has occurred provided the use of such a tool is authorized by the District.

Violation of this policy by any student or staff member may be met with disciplinary action.

Staff members who notice new, emerging issues with generative AI tools in the school environment should report these concerns to their supervisor.

The Superintendent may convene a committee to examine the issue of generative AI tools in school further and provide research or recommendations.

Legal References

IC 33-7001

Policy History:
Adopted: 10/12/26

2. How any user data collected will be analyzed, shared, or used and whether the provider can ensure the data is not used for AI model training;
3. What kinds of data the provider keeps, how long it is kept, and who will have access to it;
4. Measures they take to protect student and staff data; and
5. Whether the tool complies with the requirements of the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Children's Internet Protection Act (CIPA), the Individuals with Disabilities Education Act (IDEA), Title VI, Idaho student data privacy laws, and any Idaho AI legislation.

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Staff may use District-approved generative AI tools.

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Staff shall not use any of the following in prompts for an AI tool or otherwise upload the following to an AI tool unless the Superintendent or their designee provides specific permission to do so:

1. Personally identifiable information;
2. Sensitive or confidential student or personnel records; or
3. Any copyrighted material.

As a matter of ensuring appropriate grading and demonstrating respect for student work and for the professional teacher-student relationship, staff shall not use AI tools to determine a student's grade on any project, including but not limited to any grade which includes a subjective component. Staff should also refrain from substituting an AI tool for their professional judgment when making decisions related to student discipline, eligibility for special education, assessments of student health, school safety, or other sensitive or high-stakes decisions.

If an employee uses a generative AI tool for a work-related task, they should disclose that they've done so if:

1. The tool's terms of service require such disclosure.
2. It would be misleading to the supervisor or to the audience not to disclose this use. This includes misleading them about the work being entirely the work of the employee.
3. The work is being used in a context when sources are generally cited.

Prior to using any output of a generative AI tool, staff shall check the output for inaccuracies, bias, stereotyping, or any other content that is inappropriate or unsuitable for the intended purpose. Staff shall not use such tools for any purpose where they are not able to verify the accuracy and appropriateness of the output.

The District may provide professional development to educators, administrators, and support staff on generative AI, including on such topics as ethical use, the abilities and limitations of such tools, how to evaluate their output, monitoring student use, data and confidentiality issues, and possible in-class uses.

This may include making State Department of Education training on AI literacy available to staff and/or directing them to complete such training.

If staff are uncertain of whether any use of AI is appropriate or within the requirements of District policy, they should ask their supervisor about it.

Use by Students at the Direction of Staff

The Superintendent shall delegate staff to provide students with instruction on generative AI tools, including on:

1. Issues of ethics and academic honesty related to their use;
2. Media literacy and uses of AI the student may encounter;
3. Evaluating the output of such tools;
4. How to cite or disclose the use of such tools;
5. The importance of not sharing personal information when using such tools;
6. Confidentiality and safety considerations; and
7. The abilities and limits of such tools.

This instruction aimed at developing AI literacy shall be provided at all grade levels and may be provided in a variety of subject areas.

The District shall obtain parent consent for student use of generative AI tools whenever such permission is required by the tool's terms of service. Students should not be penalized for refusal to use such tools.

For any such activity or assignment, students will be directed to use only tools that have been approved by the District.

Instruction on generative AI tools shall be age appropriate and may address the topics and activities suggested for their grade level by the Generative Artificial Intelligence in Education Framework.

The Superintendent may select a method to assess student mastery of AI literacy or may direct that decisions about assessment of this be made at the building level by the principal or their designee, or at the classroom level by individual teachers.

Student-Chosen Use of AI Tools

Staff shall clearly communicate to students how they are and are not permitted to use generative AI tools for class assignments as well as any expectations to cite or disclose their use of such tools. Teachers may use tools such as the Generative Artificial Intelligence in Education Framework's AI Assessment Scale to explain the types and amounts of AI tool use that are permitted.

Unauthorized use of AI tools and failure to cite such use when citation is required are violations of Policy 3335 Academic Honesty and may be subject to disciplinary action.

Staff will not knowingly allow students to use AI tools in ways that violate their terms of service, such as use without parent permission or use of an account shared between many people when prohibited.

Teachers shall take reasonable steps to prevent use of generative AI tools in ways that undermine

learning and assessment or create safety and/or confidentiality concerns. Ways to limit/control the use of such tools may include, but are not limited to:

1. Greater use of in-class assignments;
2. Directing students to describe their research/writing process within the assignment;
3. Directing students to include their personal experiences with the topic or assignment;
4. Requiring page numbers to support claims made in assignments about a book the student was assigned to read;
5. Requiring students to complete and provide outlines and/or early drafts for grading; and
6. Requiring students to base a paper/project solely on specific materials provided.

If a teacher suspects a student may have used an AI tool in a prohibited way for an assignment, the student may be asked to demonstrate their academic competence in a different way.

Tools to detect the use of AI may be used as one factor among others to determine whether such use has occurred provided the use of such a tool is authorized by the District.

Violation of this policy by any student or staff member may be met with disciplinary action.

Staff members who notice new, emerging issues with generative AI tools in the school environment should report these concerns to their supervisor.

The Superintendent may convene a committee to examine the issue of generative AI tools in school further and provide research or recommendations.

Legal References

IC 33-7001

Policy History:
Adopted: 10/12/26

TROY SCHOOL DISTRICT #287

8000 – NONINSTRUCTIONAL OPERATIONS

Drones **8800**

It is the policy of the Troy School District to maintain a safe learning environment. The District has determined that unapproved use of drones poses a safety hazard. The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any District-sponsored event; game; match; tournament; or anywhere in, on, or directly above or upon property or premises owned, maintained or used by the District for any purpose, unless otherwise preempted by applicable State or federal law. The District reserves the right to remove or refuse admission to any individual who violates this policy. The District further reserves the right to exclude any individual who violates this policy from future District events. Violators may also be reported to appropriate authorities, including the Federal Aviation Administration (FAA). Students or employees violating this policy shall be subject to formal disciplinary action pursuant to District policies.

Use of Unmanned Aircraft (Drones)

An unmanned aircraft, or drone (hereinafter "drone"), is an aircraft that is:

1. Capable of sustained flight in the atmosphere;
2. Flown within visual line of sight of the person operating the aircraft; and
3. Flown for hobby or recreational purposes.

Appropriate Use

School Related: Teachers/staff, students (over 16 years old) may, with pre-approval from the District's Administration, and if part of a school program or activity, operate a drone on school property solely for the limited purpose of the administrative pre-approval.

Non-School Related: Visitors and unsupervised students are prohibited from operating drones on District property.

The following guidelines must be adhered to by anyone flying a drone on District property:

1. Absent specific written permission from the District's Administration, all drones operating on District property must weigh no more than 55 lbs. If a drone weighs between .55 and 55 pounds, the individual must register the device online. The school shall request proof of the drone owner/operator with regard to the device's registration.

2. Operators must not operate a drone within five miles of any airport without prior notification and confirmation from airport authorities.

3. Operators must abide by any other airspace restrictions.

4. Operators must not operate a drone above an altitude of 400 feet above ground level and must remain clear of surrounding obstacles.

5. Operators must maintain safe control and line of sight with the drone during all stages of operation. Drones may only be flown during daylight and in weather that allows 3 miles of visibility from the place the drone is being operated.

6. Operators must maintain a safe operating distance from crowds and may not fly over stadiums, sports events, emergency response efforts, or any people who are not directly involved in the operation of the drone.

7. Operators must ensure drone operations do not interfere with manned aircraft operations.

8. Data collected by a drone can only be used for educational purposes and may not be sold for profit.

9. If there is a plan to fly drones over property that is not owned by the District, written permission from the owner of the property must be provided to the Superintendent or his or her designee. Those operating drones on property not owned by the District must adhere to all requirements of this policy.

10. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of any drones.

The Superintendent or designee may require those using the drone to:

1. Supply proof of insurance meeting liability limits established by the District;
2. Sign an agreement holding the District harmless from any claims of harm to individuals or damage to property; and
3. Meet additional requirements as determined appropriate by the District.

Inappropriate Use

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any State or Federal laws or rules or any District policy;
2. Taking pictures of property or persons without consent;
3. Violating safe operating protocols as defined in drone user manual and as directed by the supervising staff member;
4. Deliberately annoying another person, interfering with another's work, insulting or attacking others, or harassing others; and
5. Take-offs or landings on District property contrary to this policy or pre-approval of the District's administration.

Drones **8800**

Violations

District staff shall monitor for inappropriate use of District drone technology as defined by this policy. Violators may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees. Violators may also be subject to civil penalties pursuant to Idaho Code § 21-213(3).3

Legal Reference: Memorandum: Educational Use of Unmanned Aircraft Systems (UAS), Federal Aviation Administration
The FAA Modernization and Reform Act of 2012, Section 336. Special Rule for Model Aircraft
I.C. § 21-213 Restrictions on Use of Unmanned Aircraft Systems

Other References: Unmanned Aircraft Systems, Federal Aviation Administration, https://www.faa.gov/uas/getting_started/

Policy History:
Adopted on:
Revised on:

8000 – NONINSTRUCTIONAL OPERATIONS