

**Dietrich School District #314**  
"Educate Empower and Prepare"  
**January 8, 2024**  
**7:00 P.M. Board Room**

**Regular School Board Meeting Agenda**

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

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

---

**Regular Meeting Agenda**

1. Call to Order
  - a. Pledge of Allegiance
  - b. Vision and Mission
2. Oath of Office **Action**
3. Consent Agenda **Action**
  - a. Approval of Minutes December 11, 2023
  - b. Approval of Accounts Payable, AP 2
  - c. Approval of Encumbrance Report, Mid Year General Encumbrance Report
  - d. Approval of Student Body Balance Sheet
  - e. Personnel
4. **Action Item:** Approve/Deny Consent Agenda
5. Team Lead Presentations
  - a. Elementary
  - b. Secondary
6. **Public Input:** The board values patron input. Any patron who would like to speak at a board meeting regarding a complaint about the district should have followed district policy on chain of command. The chain of command is as follows 1. Teacher or staff 2. Principal or Supervisor 3. Director or Administrator 4. Superintendent 5. Board.
7. Annual Reorganization **Action**
  - a. Code of Ethics
  - b. Election of Officers
  - c. Appoint Treasurer
  - d. Set regular meeting dates
  - e. Selection of Newspaper for Publications
  - f. Designation for Title IX Officer
8. Superintendent Report
  - a. Upcoming Dates
  - b. Bus 12
  - c. Fire Suppression System
9. Board Business
  - a. Transportation
  - b. Day on the Hill - Feb 19-20
  - c. Mission and Vision Community Input
  - d. Staff Honorary Wall
  - e. Special Education/Counseling
10. Policy
  - a. 1st reading 3523 Action

**Dietrich School District #314**  
"Educate Empower and Prepare"  
**January 8, 2024**  
**7:00 P.M. Board Room**

**Regular School Board Meeting Agenda**

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

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

**b. 1st reading Revision 2335, 3460, 3520, 4330, 5280, 5500, 5500P, 7260, 7440**

**Action**

11. Action Item : Executive Session as per code 74-206 1 subsections (b)To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or individual against, or public school student. (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
  
12. Student Attendance Appeals **Action**
13. Future Agenda Items:
  - a. Regular Meeting: TBA
  
14. Adjournment

APPROVED

Dietrich School District #314  
Board of Trustees Regular Board Meeting  
December 11, 2023 8:15 PM

*Rick Bingham*  
*Dalonna Hurd*

The meeting was called to order at 8:16 P.M. by Chairman Rick Bingham. The Board Members present were Starr Olsen, Valerie Varadi, Perry Van Tassell, and Ben Hoskisson. Superintendent Stefanie Shaw and Business Manager/Clerk Dalonna Hurd were also present. Patrons and Staff in attendance were Mike Stowell, Shara Stowell, Kay Stowell, Dallin Churchill, and Eric McHan.

**Consent Agenda**

- Valerie Varadi made a motion to approve the consent agenda. The motion was seconded by Ben Hoskisson. Vote was unanimous in favor.

**Team Lead Presentations**

- Elementary and Secondary as read.

**Senior Project Presentations**

- Dallin Churchill presented his senior project, Mechanical Engineering.
- Kay Stowell presented her senior project, Occupational Therapy Assistant.

**Patron Input**

- none

**Superintendent Report**

Superintendent Shaw gave her report as read. Her report included the following points:

- Thank You
- Thanksgiving Week attendance
- Attendance
- Upcoming Dates
- Maintenance Report

**Dean of Students Report**

Presented as read with the following points:

- Discipline
- Grade Reports
- Testing
- Athletic Report

**Board Business**

- **Christmas Party** will be held December 16, 2023 at 7:00 pm.

**Policy**

- Starr Olsen made a motion to accept Policy 8180 and 8120. Ben Hoskisson seconded the motion. Vote was unanimous in favor.

**Future Agenda Items**

- Next regular board meeting will be January 8, 2024 at 7:00 pm.
- Day on the Hill will be February 19, 2024.

**Adjournment**

- Chairman Rick Bingham adjourned the meeting at 8:40 PM.

(VEND RNG: 00000-ZZZZZ; DATE RNG: 00/00/00-01/31/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BG	DP	MO-YR	AMOUNT
000008	290-710450-000-000-0	000000	12/20/23	006472	29514083	2023-2024 Food Services	1	N	12-2023	326.92
000008	290-710450-000-000-0	000000	12/20/23	006472	29514084	2023-2024 Food Services	1	N	12-2023	290.54
000008	290-710450-000-000-0	000000	12/20/23	006472	29498434	2023-2024 Food Services	1	N	12-2023	662.49
000008	290-710450-000-000-0	000000	01/04/24	006472	29786467	2023-2024 Food Services	1	N	01-2024	783.47
000008	290-710450-000-000-0	000000	01/04/24	006472	27186912	2023-2024 Food Services	1	N	01-2024	680.89
**SUB-TOTAL: Shamrock Foods (FSA)										2,546.31
000013	245-623410-000-000-0	000000	12/31/23	006647	620229	Wiring and conduit, screws, bushings, ect for	1	N	12-2023	270.71
000013	245-623410-000-000-0	000000	12/31/23	006647	34074	Wiring and cover for server battery backup ins	1	N	12-2023	14.14
**SUB-TOTAL: Home Depot										284.85
000016	290-710450-000-000-0	000000	12/20/23	006468	120833145	2023-2024 Milk/Dairy Products	1	N	12-2023	352.64
000016	290-710450-000-000-0	000000	12/20/23	006468	120833770	2023-2024 Milk/Dairy Products	1	N	12-2023	373.07
000016	290-710450-000-000-0	000000	12/20/23	006468	120834041	2023-2024 Milk/Dairy Products	1	N	12-2023	287.34
000016	290-710450-000-000-0	000000	01/04/24	006468	120834403	2023-2024 Milk/Dairy Products	1	N	01-2024	138.59
000016	290-710450-000-000-0	000000	01/04/24	006468	120835128	2023-2024 Milk/Dairy Products	1	N	01-2024	174.27
000016	290-710450-000-000-0	000000	01/04/24	006468	120836383	2023-2024 Milk/Dairy Products	1	N	01-2024	297.08
**SUB-TOTAL: Meadow Gold Dairies, Inc										1,872.84
000018	290-710450-000-000-0	000000	12/20/23	008470	3264627	2023-2024 Food Services	1	N	12-2023	29.40
000018	290-710450-000-000-0	000000	12/20/23	008470	3264649	2023-2024 Food Services	1	N	12-2023	1,794.01
**SUB-TOTAL: Northwest Distribution										1,823.41
000020	100-861330-001-000-0	000000	12/31/23	006433	2200570068	210 4th St- GYM	1	N	12-2023	2,424.74
000020	100-861330-001-000-0	000000	12/31/23	006433	2204390460	431 N Park St - SHOP	1	N	12-2023	22.93
000020	100-861330-001-000-0	000000	12/31/23	006433	2205403773	524 N Park St. - AG Building	1	N	12-2023	40.48
000020	100-861330-001-000-0	000000	12/31/23	006433	2206056844	802 N Park St - Football Lights	1	N	12-2023	5.24
000020	100-861330-001-000-0	000000	12/31/23	006433	2208633246	22 E 1st St - Busbarn	1	N	12-2023	62.89
**SUB-TOTAL: Idaho Power										2,666.26
000045	100-861390-000-000-0	000000	12/31/23	006648	3196	Polloy Plus Service	1	N	12-2023	1,000.00
**SUB-TOTAL: Idaho School Board Association										1,000.00
000065	100-861330-003-000-0	000000	12/20/23	006436	709226	2023-2024 Trash Services	1	N	12-2023	175.00
**SUB-TOTAL: Timberline Trash LLC										175.00
099045	243-519410-000-010-0	000000	12/20/23	006642	39300875	Welding Gases- Argon, oxygen, acetylene, Ca	1	N	12-2023	197.38
099045	243-519500-000-000-0	000000	12/20/23	006453	39321079	2023-2024 Cylinder Rental	1	N	12-2023	90.90
**SUB-TOTAL: NORCO										288.28
099050	245-623410-000-000-0	000000	12/31/23	006627	4Q85082	Breaker and Piping for Server battery back up	1	N	12-2023	71.17
099050	245-623410-000-000-0	000000	12/31/23	006627	4Q74987	Breaker and Piping for Server battery back up	1	N	12-2023	160.52
**SUB-TOTAL: Platt Electric										221.89
099066	100-861320-000-000-0	000000	12/20/23	006622	AR1241744	2023-2024 Copier Usage	1	N	12-2023	445.96
**SUB-TOTAL: Valley Office Systems										445.96
099137	100-864410-000-000-0	000000	01/04/24	006659	24417	Interkal Bleacher Gear Motor	1	N	01-2024	655.00
099137	100-864410-000-000-0	000000	01/04/24	006659	24417	Interkal Capacitor	1	N	01-2024	60.00
099137	100-864410-000-000-0	000000	01/04/24	006659	24417	Shipping	1	N	01-2024	60.00
**SUB-TOTAL: Montana School Equipment Co.										765.00
099185	258-522410-000-000-0	000000	12/31/23	006637	1WXN-4JSM-WRW1	Fisher Price Ring Stack and Block set	1	N	12-2023	12.99
099185	258-522410-000-000-0	000000	12/31/23	006637	1WXN-4JSM-WRW1	First Years Stacking Cups	1	N	12-2023	7.02
**SUB-TOTAL: Amazon/SYNCB										20.01
099257	100-863580-000-000-0	000000	11/29/23	006617	TWF-23012636	Box 16x20 filters - North Duplex	1	N	11-2023	74.32
099257	100-863580-000-000-0	000000	11/29/23	006617	TWF-23012636	10x20x4 SC pleat - north Duplex	1	N	11-2023	9.46
099257	100-863580-000-000-0	000000	11/29/23	006617	TWF-23001162	Box 16x20 filters - North Duplex	1	N	11-2023	87.99CR
099257	100-863580-000-000-0	000000	11/29/23	006617	TWF-23001162	10x20x4 SC pleat - north Duplex	1	N	11-2023	10.18CR
**SUB-TOTAL: Russell Sigler, Inc										14.40CR
099271	100-823310-000-000-0	000000	01/04/24	006412	136292	2023-2024 VOIP Phone Line	1	N	01-2024	131.00
099271	100-823350-000-000-0	000000	01/04/24	006412	136292	2023-2024 Internet Service	1	N	01-2024	1,850.00
**SUB-TOTAL: White Cloud Communications										1,981.00
099273	100-851350-000-000-0	000000	12/31/23	006431	3318532149	23-24 Postage Meter Lease	1	N	12-2023	66.46
**SUB-TOTAL: Pitney Bowes Inc										66.46
099293	100-864410-000-000-0	000000	01/04/24	006654	351688	Control Board and Fan Relay for Heat unit in C	1	N	01-2024	279.55
**SUB-TOTAL: Ramsey Heating & Electric										279.55
099316	100-811410-013-000-0	000000	12/20/23	006639	190038	Lunch at CSI for Seniors	1	N	12-2023	162.00
**SUB-TOTAL: Sodexo, Inc & Affiliates										162.00
099408	290-710450-000-000-0	000000	12/20/23	006469	10109136	2023-2024 Produce	1	N	12-2023	542.11
099408	290-710450-000-000-0	000000	12/20/23	006469	10107363	2023-2024 Produce	1	N	12-2023	474.02
099408	290-710450-000-000-0	000000	12/20/23	006469	10114028	2023-2024 Produce	1	N	12-2023	329.84
**SUB-TOTAL: Charlie's Produce										1,346.97
099434	290-710450-000-000-0	000000	12/20/23	006471	240434747	2023-2024 Food Services	1	N	12-2023	640.06
099434	290-710450-000-000-0	000000	12/20/23	006471	240428995	2023-2024 Food Services	1	N	12-2023	875.66
099434	290-710450-000-000-0	000000	12/20/23	006471	240428996	2023-2024 Food Services	1	N	12-2023	655.66
099434	290-710450-000-000-0	000000	12/20/23	006471	27166912	2023-2024 Food Services	1	N	12-2023	680.89CR
**SUB-TOTAL: Sysco Idaho, Inc										1,800.51
099444	267-521300-000-000-0	000000	01/04/24	006662	12.31.23	OT Services 7 hours	1	N	01-2024	420.00
**SUB-TOTAL: Connie Van Kleeck, OTR/L										420.00
099482	100-861410-000-000-0	000000	12/20/23	006481	82170873	2023-2024 Custodial Supplies	1	N	12-2023	125.64

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-01/31/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
**SUB-TOTAL: Waxie Sanitary Supply										126.64
099544	258-818300-000-000-0	000000	12/20/23	006643	INV85464	SLP Services Pre-school 2.68 hours	1	N	12-2023	195.64
099544	257-521800-000-000-0	000000	12/20/23	006643	INV85464	SLP Services 31.32 hours	1	N	12-2023	2,286.36
099544	257-521800-000-000-0	000000	12/20/23	006643	INV85464	SLP Service Coordination	1	N	12-2023	82.06
**SUB-TOTAL: PresenceLearning, INC										2,544.06
099545	100-691320-000-000-0	000000	12/31/23	006690	618840376	2023-2024 Copier Lease October - June	1	N	12-2023	773.41
**SUB-TOTAL: US Bank Equipment Finance										773.41
099550	243-519390-000-030-0	000000	01/04/24	006651	01220016007	Advisor BPA Dues 2024 BPA	1	N	01-2024	65.00
**SUB-TOTAL: Idaho BPA										65.00
099551	100-661310-000-000-0	000000	01/04/24	006653	12.30.23	December Software/payroll update	1	N	01-2024	690.00
**SUB-TOTAL: I2M Smart School Finance										690.00
***GRAND TOTAL - VENDOR COUNT: 25										21,728.78

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 01/08/24-01/08/24; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
000001	243-519390-000-030-0	000000	01/08/24	006667	10/28	National BPA Advisor Dues	1	N	01-2024	26.00
000001	243-519390-000-030-0	000000	01/08/24	006667	10/28	State BPA advisor dues	1	N	01-2024	22.00
000001	290-710450-000-000-0	000000	01/08/24	006667	10/28	Costco -butter	1	N	01-2024	13.99
000001	290-710450-000-000-0	000000	01/08/24	006667	10/28	Celery and Onions, Ranch dressing	1	N	01-2024	14.98
	**SUB-TOTAL: Dietrich High School									
										78.97
000002	100-881420-005-000-0	000000	01/08/24	006608	240004	2023-2024 Diesel Fuel	1	N	01-2024	2,282.63
000002	100-881330-004-000-0	000000	01/08/24	006608	240004	Propane - Ag Shop	1	N	01-2024	386.77
000002	100-881330-004-000-0	000000	01/08/24	006608	240004	Propane - Gym	1	N	01-2024	2,104.76
	**SUB-TOTAL: Valley Wide Cooperative									
										4,703.05
000007	100-881330-002-000-0	000000	01/08/24	006428	9	2023-2024 Gym and Publio	1	N	01-2024	249.85
000007	100-881330-002-000-0	000000	01/08/24	006428	3	2023-2024 Bus Barn	1	N	01-2024	72.73
000007	100-211000-000-000-0	000000	01/08/24	006428	61	2023-2024 North Duplex 463 N Park St	1	N	01-2024	72.73
000007	100-211000-000-000-0	000000	01/08/24	006428	60	2023-2024 South Duplex 447 N Park St	1	N	01-2024	72.73
000007	100-211000-000-000-0	000000	01/08/24	006428	59	2023-2024 School Gray Corner - 431 N Park St	1	N	01-2024	72.73
	**SUB-TOTAL: City of Dietrich									
										540.57
000070	100-881350-000-000-0	000000	01/08/24	006452	9952888546	2023-2024 East Route Cell Phone	1	N	01-2024	52.41
000070	100-881350-000-000-0	000000	01/08/24	006452	9952888546	2023-2024 West Route Cell Phone	1	N	01-2024	52.41
000070	100-832350-000-000-0	000000	01/08/24	006452	9952888546	2023-2024 Superintendent Cell phone	1	N	01-2024	51.70
	**SUB-TOTAL: Verizon Wireless									
										156.52
099038	100-881420-007-000-0	000000	01/08/24	006656	197856	Bus 12 - front arm blade motor assembly	1	N	01-2024	544.29
099038	100-881420-007-000-0	000000	01/08/24	006656	197856	Bus 16 - Fan Belt	1	N	01-2024	136.84
099038	100-881420-007-000-0	000000	01/08/24	006656	197856	Elec magnet crossing arm stowing Bus 12	1	N	01-2024	139.05
099038	100-881420-007-000-0	000000	01/08/24	006656	197856	tall stop lights - bus 16	1	N	01-2024	84.60
099038	100-881420-007-000-0	000000	01/08/24	006656	197856	freight	1	N	01-2024	24.84
	**SUB-TOTAL: Bryson Sales & Services, Inc.									
										928.52
099046	243-519390-000-000-0	000000	01/08/24	006453	39567269	2023-2024 Cylinder Rental	1	N	01-2024	93.93
	**SUB-TOTAL: NORCO									
										93.93
099341	100-864410-000-000-0	000000	01/08/24	006660	7865	Blue Prints scanned to digital	1	N	01-2024	206.22
099341	100-864410-000-000-0	000000	01/08/24	006660	7865	fan motor and motor mount for heat in busines	1	N	01-2024	179.48
099341	100-831410-000-000-0	000000	01/08/24	006664	7865	Alberstons - Food for Christmas Party	1	N	01-2024	143.33
099341	100-831410-000-000-0	000000	01/08/24	006664	7865	Costco - Food for Christmas party	1	N	01-2024	88.92
099341	100-831410-000-000-0	000000	01/08/24	006664	7865	Chef's Store - Food for Christmas party	1	N	01-2024	195.17
	**SUB-TOTAL: D.L. Evans Bank VISA Dilworth									
										816.12
099343	100-831410-000-000-0	000000	01/08/24	006665	4423	Milk, cake, forks, napkins, plates for PV boar	1	N	01-2024	94.30
	**SUB-TOTAL: D.L. Evans Bank VISA Shaw									
										94.30
099369	271-821390-000-000-0	000000	01/08/24	006646	9448	EHollbaugh- Spanish for Educators Online bla	1	N	01-2024	179.00
099369	100-841410-000-000-0	000000	01/08/24	006641	9448	Worth Printing - High Desert banner	1	N	01-2024	106.60
099369	100-841410-000-000-0	000000	01/08/24	006644	9448	Staff Donuts, Juice Thank you Breakfast	1	N	01-2024	97.29
099369	272-821410-000-000-0	000000	01/08/24	006645	9448	Sources of Strength Wristbands set of 25	1	N	01-2024	238.35
099369	100-512410-000-000-0	000000	01/08/24	006652	9448	Toe Tokens 75 pack	1	N	01-2024	7.29
099369	100-512410-000-000-0	000000	01/08/24	006652	9448	Large Feet tokens	1	N	01-2024	10.50
099369	100-512410-000-000-0	000000	01/08/24	006652	9448	Shipping	1	N	01-2024	8.00
	**SUB-TOTAL: D.L. Evans Visa Hurd									
										646.43
099461	100-211000-000-000-0	000000	01/08/24	006666	1525	SB- Costco Concessions	1	N	01-2024	251.90
099461	100-841410-000-000-0	000000	01/08/24	006666	1525	AA Batteries	1	N	01-2024	20.99
099461	272-821410-000-000-0	000000	01/08/24	006666	1525	Sources of Stength Hot Cocoa	1	N	01-2024	31.98
099461	100-211000-000-000-0	000000	01/08/24	006666	1525	SB- Concessions- pizza and water	1	N	01-2024	109.76
099461	100-211000-000-000-0	000000	01/08/24	006666	1525	Walmart concessions	1	N	01-2024	486.57
099461	290-710450-000-000-0	000000	01/08/24	006666	1525	CNP- salsa	1	N	01-2024	7.28
	**SUB-TOTAL: D.L. Evans Visa -Quiroga									
										908.46

\*\*\*GRAND TOTAL - VENDOR COUNT: 10

8,986.87

# Dietrich School District

## Balance Sheet

As of January 2, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
D.L. Evans Bank	104,730.27
Undeposited Cash Box Funds	0.00
<b>Total Bank Accounts</b>	<b>\$104,730.27</b>
Accounts Receivable	
Accounts Receivable	7,733.58
<b>Total Accounts Receivable</b>	<b>\$7,733.58</b>
Other Current Assets	
Inventory Asset	972.93
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$972.93</b>
<b>Total Current Assets</b>	<b>\$113,436.78</b>
<b>TOTAL ASSETS</b>	<b>\$113,436.78</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,480.05
<b>Total Accounts Payable</b>	<b>\$ -1,480.05</b>
Credit Cards	
Shania's SB CC	369.82
<b>Total Credit Cards</b>	<b>\$369.82</b>
<b>Total Current Liabilities</b>	<b>\$ -1,110.23</b>
<b>Total Liabilities</b>	<b>\$ -1,110.23</b>
Equity	
Opening Balance Equity	0.00
Sales Tax	-3.91
Sawtooth Conference	5,124.41
Scholarships	180.00
Scholarship- Wayne Dill "Be Somebody"	1,500.00
Scholarship-Community	1,169.81
Scholarship-David Sorensen	5,125.00
Scholarship-Luke Beckley	0.00
Scholarship-Staff	5,668.76
Volunteer Scholarship	1,010.00
<b>Total Scholarships</b>	<b>14,653.57</b>

	TOTAL
Student Body Balance	0.00
00-Ramburg	110.41
01-M. Heimerdinger	905.34
02-Chapman	312.90
03-Stowell	275.25
04-Hollibaugh	468.23
05-Astle	477.62
06-Norman	452.48
Athletics	-48,102.84
Activity Cards	23,340.82
Adult/Senior Pass	1,717.49
Family Pass	8,346.25
<b>Total Activity Cards</b>	<b>33,404.56</b>
Gates	30,406.56
Ice Cream	2,015.07
NFHS Kickback	492.79
Officials	-405.28
Official Contract Fee	-34,932.89
<b>Total Officials</b>	<b>-35,338.17</b>
Student Sport Fees	
BBB	7,530.00
Cheer	363.59
FB	11,024.91
GBB	6,895.94
Shooter Shirt- GBB/BBB	452.44
Track	8,012.71
VB	8,182.00
XC	918.00
<b>Total Student Sport Fees</b>	<b>43,379.59</b>
<b>Total Athletics</b>	<b>26,257.56</b>
Auto Collision	-100.08
Class Projects	-28.39
Nova Project	656.56
<b>Total Auto Collision</b>	<b>528.09</b>
Box Tops/Field trips	844.66
Class of 2017	-23.53
Class of 2018	407.65
Class of 2019	286.97
Class of 2020	2.42
Class of 2021	378.63
Class of 2022	29.49
Class of 2023	191.29
Class of 2024	1,665.64
Class of 2025	1,459.84
Class of 2026	1,351.70
Class of 2027	914.67
Class of 2028	799.91
Class of 2029	182.18



	TOTAL
Club BPA	57.91
Club Dungeons & Dragons	10.76
Club FFA	1,971.34
Club FFA Fundraising	672.89
<b>Total Club FFA</b>	<b>2,644.23</b>
Club Music	4,966.91
Concessions	3,910.45
Elementary Field Trips	36.68
General Student Body	197.20
HS Science	601.77
In/Out	362.42
Jae Foundatlon	2,475.70
Library	542.31
Other Student Body Income	0.00
Robotics	457.88
Secondary Social Studies	138.65
Ski/Skate/ Wahooz	26.70
SPED	183.87
Student Council	864.45
SunShine Committee	1,406.66
Team Accounts	
Team BBB	9,309.28
Team Cheer	2,942.84
Team FB	3,980.94
Team GBB	3,523.96
Team Track	0.00
Team VB	5,362.23
Team Wrestling	940.10
Team XC and Track	3,781.04
<b>Total Team Accounts</b>	<b>29,840.39</b>
Yearbook	7,266.81
<b>Total Student Body Balance</b>	<b>94,271.15</b>
Tournament/ All Sports	623.53
Tournament/ Dist. Basketball	0.00
Unrestricted Net Assets	-183.58
YEA	88.19
Net Income	-26.35
<b>Total Equity</b>	<b>\$114,547.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$113,436.78</b>

# Personnel

## Educate, Empower, Prepare

---

- ❖ Resignations
  - N/A
- ❖ New Hires
  - Substitute-
  - Slade Dill
  - Keysi Power
- ❖ Open Enrollment Applications
  - N/A
- ❖ Open Positions
  - N/A
- ❖ Emergency Openings
  -

---

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

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

DIETRICH SCHOOL DISTRICT NO. 314									
Cash Balance by Fund Report									
December 30, 2023									
Month 5 of 12									
50% of School Year									
Fund Title	Beginning	Revenue to	Month to Date	YTD	Balance Ending	MTD %	YTD %		
100 - General Fund	\$ 2,612,793	\$1,523,423	\$ (173,633)	\$ (1,123,361)	\$ 1,489,432.00	7%	43%		
230 - MV Homeless Grant	\$ 3,000	\$1,208	\$ -	\$ (1,208)	\$ 1,792.00	0%	40%		
235 - Expanding Arts Grant	\$ 14,856	\$14,856	\$ -	\$ -	\$ 14,856.49	0%	0%		
243 - CTE	\$ 37,641	\$ -	\$ (2,510)	\$ (10,523)	\$ 27,118.00	7%	28%		
245 - Instructional Technology	\$ 72,182	\$ -	\$ (1,992)	\$ (26,145)	\$ 46,037.00	3%	36%		
246 - SDFS	\$ 4,352	\$0	\$ -	\$ (500)	\$ 3,852.00	0%	11%		
250 - ESSER III Discretionary	\$ 122,625	\$56,988	\$ (62,101)	\$ (120,789)	\$ 1,836.15	51%	99%		
250 - ESSER III Learning Loss	\$ 44,344	\$11,600	\$ (3,455)	\$ (21,165)	\$ 23,179.00	8%	48%		
250 - ESSER III Homeless	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%		
251 - Title IA	\$ 50,583	\$28,158	\$ (2,850)	\$ (32,009)	\$ 18,574.00	8%	63%		
253 - Title IC (Migrant)	\$ 88,307	\$29,509	\$ (7,445)	\$ (29,509)	\$ 58,798.00	8%	33%		
254 - ESSER 11 - FT	\$ 87,477	\$87,477	\$ -	\$ (87,477)	\$ -	0%	100%		
257 - IDEA Part B (SPED)	\$ 47,596	\$22,774	\$ (5,353)	\$ (28,080)	\$ 19,516.00	11%	59%		
258-IDEA Part B Preschool Age	\$ 10,509	\$752	\$ (215)	\$ (752)	\$ 9,757.00	2%	7%		
261 - Title IV SSAE	\$ 13,653	\$9,635	\$ (1,011)	\$ (4,045)	\$ 9,608.03	7%	30%		
262 - REAP (Rural Education)	\$ 33,080	\$13,077	\$ (2,283)	\$ (13,079)	\$ 20,001.00	7%	40%		
263 - Carl Perkins	\$ 7,125	\$ -	\$ -	\$ -	\$ -	0%	0%		
271 - Title IIA	\$ 13,988	\$10,872	\$ (607)	\$ (11,616)	\$ 2,372.00	4%	83%		
272- Idaho Lives - Sources of Strength	\$ 3,004	\$504	\$ (274)	\$ (274)	\$ 2,730.29	9%	9%		
290 - CNP	\$ 183,674	\$54,989	\$ (15,512)	\$ (92,296)	\$ 91,377.96	8%	50%		
310 - Bond & Interest Redemption	\$ 201,000	\$174,272	\$ (750)	\$ (143,935)	\$ 57,065.00	0%	72%		
420 - Plant Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	-	-		
421 - Bond Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	-	-		
424 - Bus Depreciation	\$ 16,225	\$ -	\$ -	\$ (26,070)	\$ (9,845.00)	0%	161%		

<b>TOTAL CASH BALANCES</b>	<b>\$ 3,668,015</b>	<b>\$ 2,040,094</b>	<b>\$ (279,991)</b>	<b>\$ (1,772,833)</b>	<b>\$ 1,888,057</b>
As of December 29, 2023 Bank Statement:					
General	\$ 170,925.68				
Savings Balance	\$ 7,966.53				
Child Nutrition	\$ 47,981.80				
Balance in Bond Acct	\$ 168,521.75				
Balance in LGIP M&O	\$ 1,226,285.24				
<b>Total Account Balances</b>	<b>\$ 1,621,681.00</b>				

**DIETRICH SCHOOL DISTRICT NO. 314  
GENERAL FUND BALANCE SUMMARY**

*January 3, 2024*

Month 6 of 12

50%

<i>Fund Title</i>	<i>Beginning</i>	<i>to date</i>	<i>BALANCE</i>	<i>YTD %</i>
Budgeted	YTD	BALANCE		YTD %
<b>100 - General Fund</b>	\$ 2,612,793	\$ 1,523,423	\$ 1,089,370	58%
* REVENUE ACCTS			\$ -	
Carry Forward	\$ 274,892		\$ -	
100-419 ERATE	\$ 17,760	\$8,880	\$ 8,880	Quarterly REIMB
100-419-100 Pasture Rent	\$ 2,500		\$ 2,500	Spring
100419-120 Housing Revenue	\$ 14,700	\$7,300	\$ 7,400	Monthly
100-419-150 Rise Roof Rental	\$ 6,100	\$4,823	\$ 2,702	Monthly
10043100 State Base Support	\$ 1,700,957	\$1,131,283	\$ 569,674	Feb/May/July 67%
10043120 State Transportation	\$ 105,225	\$16,270	\$ 88,955	remaining 15%
100431800 Benefit Apportionment	\$ 231,080	\$185,099	\$ 45,981	80%
100431900 Securing Future Grant Cr	\$ 40,000	\$40,000	\$ -	100%
100431910 Math Science Initiative	\$ 57,500		\$ 57,500	0%
100431920 ISAT Remediation	\$ 2,751		\$ 2,751	0%
100431930 LEP	\$ 3,776	\$4,150	\$ (374)	100%
100431950 IRI Revenue	\$ 38,901	\$38,009	\$ 892	80%
100431960 Common Core Standards	\$ 2,670		\$ 2,670	0%
100431980 Professional Dev	\$ 15,232		\$ 15,232	0%
100431981 Strategic Plannig (board)	\$ 6,600		\$ 6,600	REIMB
100491991 College and Career Advis	\$ 15,840		\$ 15,840	0%
100437000 Lottery and Maint Match	\$ 48,700	\$48,562	\$ 138	100%
100438 Property Tax Replace	\$ 2,893	\$1,920	\$ 973	50%
100439 State Dyslexia Revenue	\$ 3,516	\$3,187	\$ 329	91%
OTHER (interest, tax penalties)	\$ 21,200	\$33,940	\$ (12,740)	77%

Total REVENUE	\$ 2,612,793	\$1,523,423	\$ 1,089,370		
EXPENSES		YTD	Balance		
<b>GENERAL FUND BUDGET</b>					
100.512 Elementary Program	\$ 558,898	(\$248,037)	\$ 310,861		44%
100.515 Secondary Program	\$ 474,972	(\$224,487)	\$ 250,485		47%
100.519 Vocational Technical	\$ 136,327	(\$42,980)	\$ 93,347		32%
100.521 Exceptional Child	\$ 108,732	(\$43,872)	\$ 64,860		40%
100.531 Interscholastic (Extra-Curr)	\$ 53,528	(\$29,834)	\$ 23,694		56%
100.611 Guidance/Health	\$ 1,560	(\$482)	\$ 1,078		31%
100.616 Pupil Support Services	\$ 200	(\$181)	\$ 19		91%
100.621 Instructional Improvements	\$ 9,627	(\$5,075)	\$ 4,552		53%
100.622 Library	\$ 16,793	(\$6,957)	\$ 9,836		41%
100.623 Instructional Tech	\$ 28,870	(\$12,786)	\$ 16,084		44%
100.631 School Board	\$ 15,445	(\$6,207)	\$ 9,238		40%
100.632 District Admin	\$ 187,428	(\$79,157)	\$ 108,271		42%
100.641 School Admin	\$ 130,179	(\$63,578)	\$ 66,601		49%
100.651 District Clerical	\$ 95,348	(\$51,882)	\$ 43,466		54%
100.656 Tech Admin	\$ 12,500	(\$5,821)	\$ 6,679		47%
100.661 Custodial	\$ 161,090	(\$82,780)	\$ 78,310		51%
100.663 NON Student Occ Maint	\$ 26,813	(\$7,107)	\$ 19,706		27%
100.664 Student Occ Maint	\$ 159,083	(\$45,440)	\$ 113,643		29%
100.665 Grounds	\$ 107,335	(\$74,268)	\$ 33,067		69%
100.667 Safety and Security	\$ 17,473	(\$4,515)	\$ 12,958		26%
100.681 Transportation	\$ 194,650	(\$71,636)	\$ 123,014		37%
100.683 Gen Transportation (car fuel)	\$ 3,000	(\$774)	\$ 2,226		26%
100.691 Copy Center	\$ 15,660	(\$9,476)	\$ 6,184		61%
100.710 CNP FICA/Staff Lunches	\$ 17,278	(\$6,020)	\$ 11,258		35%
100.950 OTHER (Contingency)	\$ 80,000		\$ 80,000		0%
<b>TOTAL EXPENSES</b>	<b>\$ 2,612,789</b>	<b>\$ (1,123,352)</b>	<b>\$ 1,489,437</b>	<b>\$ -</b>	<b>43%</b>



## Code of Ethics for School Board Members

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

1. Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;
6. Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent or administrator of the charter school;
7. Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;
8. Recognize that the superintendent or the administrator is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;
10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about district decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of district operations to the superintendent or administrator, not to district staff or to a board meeting;
15. Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

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

# SUPERINTENDENT REPORT

JANUARY 2024

## UPCOMING DATES

### JANUARY

1- WINTER BREAK

2- SEMESTER 2 BEGINS

8- SCHOOL BOARD MEETING

17- REGION 4 SUPERINTENDENT  
MEETING

### FEBRUARY

6-9 IETA CONFERENCE IN BOISE

19-20 DAY ON HILL BOISE

20-21 SUPERINTENDENT NETWORK  
MEETING BOISE

## FIRE SUPPRESSION SYSTEM

- WE HAVE HAD DELTA COME OUT A COUPLE TIMES DUE TO AN ISSUE WITH USE IN THE AIR COMPRESSOR FOR THE FIRE SUPPRESSION SYSTEM. THE OVERUSE IS DUE TO A LEAK IN THE SYSTEM SOMEWHERE. DELTA HAS BEEN OUT A COUPLE OF TIMES. THEY WERE OUT AGAIN OVER BREAK AND HAVE BEEN UNABLE TO LOCATE THE LEAK. THEY WILL BE BACK OVER SPRING BREAK TO DO MORE TESTING ON THE SYSTEM. DUE TO COLD TEMPERATURES THEY WERE NOT WANTING TO PUT WATER THROUGH THE SYSTEM NOW WITH POSSIBILITY OF PIPES FREEZING IN ORDER TO FIND THE LEAK. I WILL KEEP YOU UPDATED ON WHAT THEY FIND.

## BUS 12

- BUS 12 IS THROWING ERRORS AGAIN RYAN IS ASSESSING IT NOW TO FIND OUT WHAT EXACTLY IS WRONG. THE ENGINE LIGHT CAME ON AND SAID TO SHUT BUS DOWN. WHEN THEY WENT TO TAKE BUS OUT ON JANUARY 2ND FOR THE ROUTE. THIS JUST ADDS TO THE LIST OF ISSUES WE HAVE HAD WITH THIS BUS OVER THE LAST FEW YEARS.



# MAINTENANCE REPORT

DECEMBER 2023

## TRANSPORTATION

- BUS 12 STILL HAVING ISSUES. REPLACING MINOR REPAIRS.

## GROUNDS

- WITH ALL OF THE SNOW A LOT OF PLOWING AND KEEPING UP ON KEEPING SIDEWALKS CLEAR.

## MAINTENANCE/CUSTODIAL

- HEATING SYSTEM IN ONE OF THE RENTAL HOUSES.
- BATTERY BACKUP FOR THE SERVER ALMOST INSTALLED.
- BRAKES AND NEW TIRES CHANGED ON THE SUBURBAN.
- HAD AN ALL SCHOOL CLEANING DAY FOR THE START OF BASKETBALL T. FOCUSED MOSTLY ON THE TWO GYMS.
- FINISHING UP EXISGTING PROJECTS.
- I HAVE BEEN OUT DUE TO SICKNESS FOR ABOUT A WEEK.

- ❖ After talking with Wyatt Weber he did something similar in Utah.
- ❖ I want to change the direction in just how we display the honorary wall. He suggested buying a vinyl machine used to create the wall rather than buying plaques. I think this is something we could do with the business program and or the yearbook class. This would be a minimal cost to the district but a great professional way to honor previous staff.
- ❖ With plaques it will be hard to keep up with the same plaques to continue the wall. As well as adding people to the wall. With vinyl lettering it will be much easier to add people to the wall.
- ❖ We would have headings for each category then list years of service as long as we can find years of service. Ex Nancy Bingham 2005-2023.
- ❖ Currently we are about half way done going through old records. It is a little difficult as we do not always have an ending date as to when employees stopped working for the district. We have about 30 Individuals that would fit in one of the three categories below.
- ❖ I would like to have a section for 20 plus years, 15 years, and 10 years. I would like to incorporate Coaches and Board Members into this as well.

**BUS EXPENSES FROM JANUARY 2022 TO DECEMBER 2023**

Bus #00	Bus # 08	Bus #12	Bus #16	Bus #20
\$ 2,007.24	\$ 3,665.92	\$ 1,665.44	\$ 5,500.31	\$ 12.00
\$ 24.00	\$ 1,128.73	\$ 486.22	\$ 220.11	\$ 20.85
	\$ 559.73	\$ 479.12	\$ 73.69	\$ 172.17
	\$ 2,272.14	\$ 6,450.62		\$ 30.15
	\$ 300.00	\$ 479.12		\$ 179.80
	\$ 1,260.00	\$ 41.88		\$ 278.45
	\$ 72.75	\$ 84.04		\$ 131.71
	\$ 14.49	\$ 98.85		\$ 13.30
	\$ 299.97	\$ 55.54		\$ 97.44
	\$ 127.71	\$ 172.20		\$ 304.83
		\$ 43.43		\$ 23.24
		\$ 202.15		\$ 308.75
		\$ 192.16		\$ 313.53
		\$ 22.69		\$ 220.11
		\$ 10.42		\$ 98.74
		\$ 148.03		
		\$ 96.77		
		\$ 62.00		
<b>TOTALS</b>				
\$ 2,031.24	\$ 9,701.44	\$ 10,790.68	\$ 5,794.11	\$ 2,205.07
Miles used in School Year 2022-2023				
658	3008	12467	4364	13967
Total Mileage on Bus as of June 30, 2023				
167142	132919	166488	51697	35740

This does not include basic costs of Annual inspection and regular mtce such as oil filters and windshield wipers.

**Board Policy 2335: Digital Citizenship and Safety Education**

**Status:** Draft

Technology will be integral to curriculum, instruction, and assessment. The District's educational system must lay the foundation for students to participate comfortably in an increasingly technological society. Classroom activities will include instruction using multimedia, distance learning, and other technologies.

The Superintendent will ensure that District students are educated on ~~network etiquette and~~ appropriate online behavior, including cyberbullying awareness, digital citizenship, and online safety ~~and etiquette~~. Instruction will be given to students as appropriate to the educational and developmental needs of students.

~~The District may make use of the Idaho Attorney General's online safety program, titled Protecteens, which addresses online safety and cyberbullying, in classroom discussions about digital citizenship, responsible online behavior, and consequences. The District may also make use of other materials on digital citizenship such as those found at CommonSenseMedia.org.~~

The Superintendent will ensure that teachers, administrators, and other staff members responsible for supervising students' internet use receive professional development, training, and resources in the following areas:

1. Monitoring of student online activities;
2. Instruction of students in proper ~~online network~~ etiquette;
3. Instruction of students in discerning among online information sources and appropriate materials;
4. Bullying and cyberbullying awareness and response, in accordance with the District's bullying policy; and
5. Instruction of students on appropriate interaction on social networking websites and chat rooms.

The District may use the following methods of providing instruction on appropriate online behavior and cyberbullying awareness:

1. Incorporation of instruction into course objectives or daily lessons of planned instruction, as appropriate;
2. Class assemblies or special instruction given in the school library or media center;
3. Special technology courses that are required for students at various grade levels;
4. Online ~~courses tutorial programs~~ required for students to use a District network account; and

The Internet Safety Coordinator or their designee will also make resources available to parents/guardians on teaching students about acceptable internet use, appropriate online behavior, ~~onlinenetwork~~ etiquette, cyber-bullying awareness and response, and appropriate use of social networking websites and chat rooms.

---

**Legal References**

20 USC § 6777  
47 CFR § 54.520(c)(1)(i)

**Description**

Internet Safety  
Implementing CIPA: Certifications Required Under 47 USC 254(h) and (l)

IC § 18-917A  
Pub. L. 106-554  
Pub. L. 110-385  
**Cross References**

Student Harassment – Intimidation – Bullying  
Children's Internet Protection Act (CIPA)  
Broadband Data Services Improvement Act

<b>Code</b>	<b>Description</b>
3270	District-Provided Access to Electronic Information, Services, and Networks
3270	District-Provided Access to Electronic Information, Services, and Networks
3270	District-Provided Access to Electronic Information, Services, and Networks
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
5265	Employee Responsibilities Regarding Student Harassment

---

**Original Adopted Date: 07/2016 | Last Revised Date: 03/2020 | Last Reviewed Date:**

---

Board Policy 3460: School-Related Foreign Travel by Students      Status: DRAFT

School-related foreign trips are allowed by the Dietrich School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. School-related travel is intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom experience.

Such travel shall be solely optional and by the choice of the student and their family. No such travel shall be related to any assignment, course work, or credit.

When contemplating approval of foreign travel by students, the Superintendent shall take into account any travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall be authorized by the Superintendent or the Superintendent's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Superintendent no later than eight weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours and days, such as spring or summer break, so that absences from other instructional programs are kept to a minimum.

Advertising for school approved foreign travel by students, including the distribution of materials, will be allowed during the school day. Planning and promotion of private, non-sponsored trips shall not be conducted in any school classroom or via any official or employee school email or social media.

Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, and procedures to be used in case of accident, illness, and student conduct violations.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed;
2. Identify the names of students and chaperones attending the trip;
3. Identify and plan for any special medical needs of students and chaperones attending the trip;
4. Identify adequate liability insurance to protect the District, Board members, chaperones, teachers and students;

5. Submit an itemized statement of costs, including transportation, meals, and accommodations; and
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature, and optional trip insurance.

The Superintendent may enforce restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one pre-trip meeting with students and parents/guardians;
2. Provide to the Superintendent, students, parents/guardians, and chaperones detailed written information about the trip and all activities;
3. Provide detailed information on the responsibilities and rules for the students and chaperones;
4. Discuss District policy regarding student conduct while on school-sponsored activities;
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements;
6. Perform periodic checks to ensure strict compliance with all school rules and policies; and
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

### Pre-Trip Meetings

Pre-trip meetings involving students and their parents or guardians, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

### Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip. Depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip may be necessary. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same sleepingmotel/hotel room with a chaperone only if the chaperone is a member of the student's familyparent/guardian. Students whose parents/guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip;
2. Ensure that students follow all legal and school requirements;
3. Establish a procedure for room checks and monitor compliance; and
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection, and supervision of District students are the sole purposes for adult chaperones accompanying District students on foreign trips. Those who agree to serve as chaperones must understand and follow the established rules and policies.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

**All trips must be adequately supervised with a minimum of one adult per ten students. Groups with both male and female participants must have supervision of at least one male and one female adult.**

### Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

### Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

### Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Credit shall not be granted for any school-related travel for which a fee is charged to parents/guardians or students. Such travel shall also not be necessary for any required assignment or coursework.

### Responsibilities

The responsibilities of the principal or Superintendent include:

1. Obtaining and retaining on file written parental permission for students who are under the age of 18;
2. Signing any contractual agreement with a public carrier or any other service provider;
3. Assuring that all plans and arrangements are provided to and understood by the students and their parents; and
4. Setting student and chaperone conduct rules.



The responsibilities of the trip organizer include:

1. Communicating conduct rules of students and chaperones to parents/guardians, students, and chaperones. Setting behavior expectations for students and chaperones;
2. Carrying a list of the names of students and chaperones participating and their emergency information, and submitting a copy of the list to the building principal prior to the trip;
3. Notifying the building principal of any emergency situation, such as an accident involving student(s), a student missing from the group, etc.; and
4. Identifying and providing to parents/guardians an emergency plan.

#### Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be cancelled only ~~when under circumstances under which~~ appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

#### Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and building principal. The Board may request a summary and evaluation be presented to the Board.

---

#### **Cross References**

##### **Code**

9605

##### **Description**

Facilities Separated by Sex

Original Adopted Date: 07/01/2006 | Last Revised Date:  
10/31/2023 | Last Reviewed Date: 10/31/2023

**Board Policy 3520: Contagious or Infectious Diseases**

Status: DRAFT

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases, such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Pediculosis (Head Lice)

Pediculosis is the infestation of the hair, skin, or pubic area with adult lice, larvae, or nits (eggs).

The psychological, social, and economic impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head

lice upon the report of possible infestation by a classroom teacher. The principal, his or her designee, school nurse, or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, and list the procedures for treatment and requirements for reentering school.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. The student's parent/guardian must accompany the student upon returning to school and remain present during the recheck. With the presence of nits or lice at the time of recheck, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

All other children in the classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parents to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

---

**Legal References**

IC § 33-512

**Cross References****Code**

3523

**Description**

District Trustees - Governance of Schools

**Description**

Head Lice (Pediculosis)

---

**Original Adopted Date:** 06/2015 | **Last Revised Date:** | **Last Reviewed Date:**

**Board Policy 3523: Head Lice (Pediculosis)**

Status: DRAFT

Head lice are a common problem among school-aged children and adolescents. The District shall take appropriate steps to assist parents/guardians in preventing and addressing head lice while respecting the confidentiality of students with head lice and limiting disruption to their education.

Lice prevention and management activities shall be under the direction of the Administrator and shall conduct the following tasks and/or train and designate other staff members to do the following:

1. Provide general information to parents/guardians on the diagnosis, treatment, and prevention of head lice
2. Encourage parents/guardians to perform regular lice checks on the scalp of their children who attend school, especially when excessive itching is noticed.
3. Conduct checks for head lice in students showing symptoms of head lice; and
4. Notify a student's parent/guardian if they are found to have head lice and provide resources on appropriate treatment options.

Individuals shall be trained and assigned within each school to assist in implementing this policy.

To prevent the spread of head lice at school, students should avoid head-to-head and hair-to-hair contact during activities. Students shall be discouraged from sharing such items as hats, scarves, coats, sports uniforms, hair accessories, combs, brushes, or towels.

Checking for Head Lice

As described in Policy 3500, parents/guardians shall be informed that the school may conduct head lice checks as described below and shall be given the opportunity to consent to such checks ahead of time or decline to do so.

Any staff member who suspects a student has head lice shall report this to the the Administrator or their designee. The school nurse OR Administrator or their designee may train school staff on recognizing signs of head lice.

If the student's parent has consented to such a check, the student will be checked for head lice in a confidential manner by trained personnel. Students who attend school in the District and are likely to have had head-to-head or other close personal contact with the student, such as siblings, may also be checked.

The District shall not conduct mass lice screenings of students not showing symptoms of head lice.

Students Found to Have Head Lice

Cases of head lice should be managed in ways that reduce disruption to the education process.

The student's parents/guardians shall be notified immediately by the school nurse OR Administrator or their designee if their child is checked for head lice.

The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The

notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates.

Parents/guardians shall be provided with information on head lice treatment consistent with the recommendations of the [school nurse OR medical professional consulted by the District]. The information should include details explaining the problem, list the procedures for treatment, and explain any requirements for reentering school. In addition, the [school nurse OR medical professional consulted by the District] may offer extra help or information to families of children who are repeatedly or chronically found to have head lice.

Students who are found to have lice will be discouraged from making head-to-head contact with others and sharing personal items with other students. Students will not generally be sent home from school early due to signs of live or dead lice or nits. Exceptions may be made as determined appropriate and necessary by the the Administrator.

#### Return to School

The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student's head lice. Students will not generally be excluded from school for having live head lice, provided treatment has begun. Exceptions may be made as determined appropriate and necessary by the [school nurse OR Administrator]. In no case will a student be excluded from school due to the presence of nits only in their hair.

#### Notification of Head Lice Cases at School

The District will not normally send a notification regarding head lice cases in the school to parents/guardians of students, aside from notifications related to checks of their own child for head lice unless at least 5 plausibly related cases of active lice are identified in the same school, or as otherwise advised by medical personnel.

#### Review of Policy

The [District's school nurse OR Administrator] shall review the lice management program and related procedures periodically, in consultation with medical experts as appropriate, to ensure that they are meeting the needs of the students, their families, and the District and to ensure they are in compliance with current best practices.

Any records created related to head lice cases should be maintained in accordance with state and federal laws and regulations and District policies regarding the maintenance and confidentiality of student records. Only information needed for purposes of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted in a student's school records. Whether any student has or is suspected of having head lice shall be kept confidential.

---

#### **Legal References**

IC § 33-512

#### **Other References**

American Academy of Pediatrics

American Academy of Pediatrics

Centers for Disease Control and

#### **Description**

District Trustees - Governance of Schools

#### **Description**

Head Lice, Clinical Reports: Guidance for the Clinician in Rendering Pediatric Care by the American Academy of Pediatrics, 2022

Controlling Head Lice & Reducing Stigma by the American Academy of Pediatrics, 2022

Head Lice Information for Schools by the Centers for

Prevention

Disease Control and Prevention, 2015

National Association of School Nurses Head Lice Management in Schools: Position Statement  
by the National Association of School Nurses, 2020

**Cross References**

**Code**

**Description**

3500

Student Health/Physical Screenings/Examinations

3500

Student Health/Physical Screenings/Examinations

3520

Contagious or Infectious Diseases

**Original Adopted Date:** 10/31/2023 | **Last Reviewed Date:** 10/31/2023

**Board Policy 4330: Spectator Conduct and Sportsmanship for Athletic Status: DRAFT and Co-Curricular Events**

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, ~~after a Board hearing.~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. Using vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon; (In violation of state law?)
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or School District employee; and
6. Engaging in any activity which is illegal or disruptive of the educational process.

~~The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:~~

1. ~~The date, time, and place of a Board hearing;~~
2. ~~A description of the unsportsmanlike conduct; and~~
3. ~~The proposed time period that admission to school events will be denied.~~

**Legal References**

IC § 18-6409  
IC § 18-916  
IC § 33-1222  
IC § 33-205  
IC § 33-512

**Description**

Disturbing the Peace  
Abuse of School Teachers  
Freedom from Abuse  
Denial of School Attendance  
District Trustees - Governance of Schools

**Original Adopted Date: 07/01/2023 | Last Revised Date: 10/31/2023 | Last Reviewed Date: 10/31/2023**

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

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

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

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

<b>Legal References</b>	<b>Description</b>
IC § 33-1208	Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate – Grounds
IC § 33-1208A	Teachers – Reporting Requirements and Immunity
IC § 33-1209	Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IC § 33-5204A	Applicability of Professional Codes and Standards – Limitations upon Authority
IC § 33-5206(6)	Requirements and Prohibitions of a Public Charter School
IDAPA 08.02.02.076	Code of Ethics for Idaho Professional Educators
IDAPA 08.02.02.077	Definitions for Use with the Code of Ethics for Idaho Professional Educators
IDAPA 08.02.04.300	Public Charter School Responsibilities
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
4170	District or School Operated Social Media
5275	Adult Sexual Misconduct

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



**Board Policy 5500: Personnel Records**

**Status: DRAFT**

The District maintains a complete personnel record for every employee, certificated and classified. Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code for hiring.

A log of those persons other than the Superintendent, principal, or other administrative staff will be kept indicating the date and time of inspection; name of person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested. **All documents contained in the personnel file will be noted on the log and sequentially numbered.]**

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law, not later than 20 days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job related conduct, as defined by Idaho Code, to school districts requesting such information for hiring purposes. See Policy 5100 Hiring Process and Criteria and Procedure 5100P Procedures for Obtaining Personnel Records for Applicants.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It should, at a minimum, contain the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Parental input materials;
7. Written reprimands, directives, commendations, or awards;
8. Original statements and releases to and from hiring school districts;
9. A copy of the employee's job description signed by the employee;
10. A signed acknowledgement that the employee has received a copy of the District's sexual harassment policy;
11. A signed acknowledgement that the employee has received a copy of the District's email and internet use policy;
12. Documentation of additional training received, course work completed, in-services attended, etc.;
13. Documentation of fingerprints and background checks;
14. Documentation of record and reference checks pursuant to Idaho Code 33-1210;
15. Rebuttal documents;
16. Copies of certifications from the Office of the Superintendent of Public Instruction;
17. Transcripts of credits earned for credit review purposes;
18. Salary schedule placement; and
19. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file, if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have twenty-one days from the date written notice of placement to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time; name of the person requesting access; description of the records copied, if any; and the initials of the person providing the access and/or copies requested.

#### Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address **via certified mail, return receipt requested**. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

#### Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:

- A. Name in full (same name as used for Social Security);
- B. Employee's home address, including zip code;
- C. Date of birth if under the age of ~~19~~nineteen;
- D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
- E. Time of day and day of week on which the employee's work week begins;
- F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
- G. Any payment made which is not counted as part of the "regular rate";
- H. Total wages paid each pay period; and
- I. I-9.

2. Additional records required for non-exempt employees:

- A. Regular hourly rate of pay during any week when overtime is worked;
- B. Hours worked in any work day, meaning a consecutive 24 hour period;
- C. Hours worked in any work week, or work period in case of 207[k];
- D. Total daily or weekly straight-time earnings, including payment for hours in excess of 40 per week, but excluding premium pay for overtime;

- E. Total overtime premium pay for a work week;
- F. Date of payment and the pay period covered;
- G. Total deductions from or additions to wages each pay period;
- H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
- I. Number of hours of compensatory time earned each pay period;
- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments;

In no case will attorney communications be placed in the employee file or produced to the employee.

**Legal References**

29 CFR § 516.2

**Description**

Employees Subject to Minimum Wage or Minimum Wage and Overtime Provisions Pursuant to Section 6 or Sections 6 and 7(a) of the Act.

29 CFR § 516.3

Bona Fide Executive, Administrative, and Professional Employees (Including Academic Administrative Personnel and teachers in Elementary or Secondary Schools), and Outside Sales Employees Employed Pursuant to Section 13(a)(1) of the Act.

29 USC § 201 et seq.

The Fair Labor Standards Act of 1985

IC § 33-1210

Information on Past Job Performance

IC § 33-517

Non-Certificated Personnel

IC § 33-518

Employee Personnel Files

IC § 74-106

Records Exempt from Disclosure

**Cross References**

**Code**

**Description**

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085

Sexual Harassment, Discrimination, and Retaliation Policy

4260

Records Available to Public

4260

Records Available to Public

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5100

Hiring Process and Criteria

5205

Job Descriptions

5240

Sexual Harassment/Intimidation in the Workplace

5240

Sexual Harassment/Intimidation in the Workplace

5330

Employee Electronic Mail and Online Services Usage

5330

Employee Electronic Mail and Online Services Usage

5340

Evaluation of Certificated Personnel

5340  
5820

Evaluation of Certificated Personnel  
Evaluation of Non-Certificated Staff

---

**Original Adopted Date: 07/2014 | Last Revised Date: | Last Reviewed Date:**

---

**Procedure 5500-P(1): Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts**      Status: DRAFT

1. No later than 20 days after receiving a request from a hiring school district under the provisions of I. C. § 33-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. *[NOTE: The District may provide records in electronic format.]*

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

- A. All annual evaluations;
- B. Letters of reprimand;
- C. Letters of direction;
- D. Letters of commendation or award;
- E. Disciplinary actions and documentation of disciplinary investigations;
- F. Recommendations for probation;
- G. Notices of probation and notices of removal from probation;
- H. Recommendations for termination or nonrenewal;
- I. Notices of termination or nonrenewal;
- J. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
- K. Any rebuttal documentation filed by the employee relative to any of the above documents.

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

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

---

**Legal References**

29 CFR § 516.2

29 CFR § 516.3

29 USC § 201 et seq.

IC § 33-1210

IC § 33-517

IC § 33-518

IC § 74-106

**Cross References****Code**

3085

3085

3085

3085

4260

4260

5100

5100

5100

5100

5100

5100

5100

5205

5240

5240

5330

5330

5340

5340

5820

**Description**

Employees Subject to Minimum Wage or Minimum Wage and Overtime Provisions Pursuant to Section 6 or Sections 6 and 7(a) of the Act.

Bona Fide Executive, Administrative, and Professional Employees (Including Academic Administrative Personnel and teachers in Elementary or Secondary Schools), and Outside Sales Employees Employed Pursuant to Section 13(a)(1) of the Act.

The Fair Labor Standards Act of 1985

Information on Past Job Performance

Non-Certificated Personnel

Employee Personnel Files

Records Exempt from Disclosure

**Description**

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Sexual Harassment, Discrimination, and Retaliation Policy

Records Available to Public

Records Available to Public

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Hiring Process and Criteria

Job Descriptions

Sexual Harassment/Intimidation in the Workplace

Sexual Harassment/Intimidation in the Workplace

Employee Electronic Mail and Online Services Usage

Employee Electronic Mail and Online Services Usage

Evaluation of Certificated Personnel

Evaluation of Certificated Personnel

Evaluation of Non-Certificated Staff

---

**Original Adopted Date: 07/2014 | Last Revised Date: | Last Reviewed Date:**

---

Board Policy 7260: Student Activity Funds

The Board is responsible for the establishment and management of student activity funds. The purpose of student activity funds shall be to account for revenues, disbursements, deposits, expenditures, assets, liabilities, and fund balances of those funds raised by students through recognized student body organizations and activities, including:

1. Admission charges for interscholastic activities;
2. The sale of yearbooks and annuals;
3. Student fee collections which are used to provide more than one activity or benefit to all of the students of a school or school building; and
4. Receipt from vending machines located on school property.

Such funds shall be used for such expenditures as [REDACTED]

[NOTE: IC 33-705 requires boards to adopt a policy on activity funds "describing with reasonable certainty the nature and type of expenditures" they'll be used for.]

The funds collected by the schools shall be maintained in accounts requiring two authorized signatures for the distribution of funds: one signature shall be by a person designated by the Board as an assistant treasurer and the other shall be a designated signatory of the building or District.

The funds shall be deposited and expended by regular check in a bank account maintained by the District for each student activity fund. The use of the student extra- and co-curricular funds is limited to the benefit of the students. All funds collected or received for school programs, activities, or student use are, by Idaho law, public monies; and the care, custody, control, and accounting for such monies is the duty and responsibility of the treasurer and the administrative officer of the District. The treasurer of the District shall provide accounting procedures for the receipt, deposit, expenditure, and withdrawal of such moneys.

The management of student activity funds shall be consistent with sound business practices. Authority is delegated to the Superintendent to require each school within the District to conform to accounting procedures for the receipt, deposit, and withdrawal of funds. A report of the activity of these funds shall be submitted to the Board and Superintendent each month by the treasurer. This includes providing for the safekeeping of monies, proper accounting and administration of the funds, and compliance with the Board of Trustees policies and procedures. The Principal is responsible for the proper collection, disbursement, and control of all school activity funds.

The official financial records of the student activity funds for any school in the District will be audited annually by a qualified public accountant or other responsible person approved by the Board. The employee responsible for maintaining student activity funds will be under bond in an amount which protects the maximum funds on hand at any time. An annual report will be prepared for the Board disclosing all results of the audit.

For other activity or student funds, the Board may create a separate fund(s) and implement procedures for the accounting and control of the same.

Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract from the instructional program. All fundraising projects must have the approval of the principal. Solicitation of funds outside the school must have the approval of the Superintendent.

Funds will remain in the account that was indicated on the receipt. If funds need to be moved it will require the approval of the Superintendent. Funds shall only be moved if the account is closed due to loss of the program.

## Receipts

All cash and check collection will be recorded by the person receiving the collection. A cash receipt will be prepared immediately. Cash receipts are to be issued in numerical sequence.

The receipt must be filled in completely including:

1. Date;
2. The amount;
3. The name of the person or company delivering the funds;
4. The source of the funds, such as a fundraiser, yearbook payment, etc; and
5. The account code and description of the account.

An actual cash count of all money must be made by the person receiving the funds in the presence of the person delivering the funds.

Checks received will not be post-dated for any reason.

A cash receipt will not be altered for any reason. If an error occurs, the person receiving the cash or check will indicate the receipt was voided, will mark void on the receipt and file the voided receipt in numerical sequence with the copies of the receipts.

The original receipt will be given to the person delivering the money. If an individual mails a check and requests a receipt for the payment, a receipt acknowledging the check number will be prepared and returned to the individual making the payment. The copy of the receipt will be filed in numerical order and retained for auditing purposes.

Access to receipts will be limited to the individual responsible for the particular fund.

If funds are delivered to a building office when the person responsible for the school fund is out of the office, the employee receiving the cash or check will follow the receipt procedures set forth above. The funds will then be locked in a safe until the person responsible for the school fund is available. The individual who received the funds will then count the money in the presence of the person responsible for the school fund and indicate that the money was received.

All funds received by clubs or school organizations must be properly documented.

All funds collected by staff members will be submitted daily to the building principal or their his or her designee for receipt. No money will be kept overnight in classrooms, desks, file cabinets, or other areas within the building.

Class student body accounts with balances in them after the students graduate from High School will be kept for one year. 100.00 shall be dispersed to the incoming 7<sup>th</sup> grade class. If funds are still in the account after all graduation expenses have been paid. Any funds still in the account after a year from the classes graduation date shall be dispersed to the General Student Body Account to be used for all students

---

### **Legal References**

IC § 33-705

### **Description**

Activity Funds

Status: Draft

Original Adopted Date: 03/2014 | Last Revised Date:

| Last Reviewed Date: 10/31/2023



**Board Policy 7440: District Credit Cards**

**Status: DRAFT**

The Board of Trustees permits the use of District credit cards by certain school officials to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

All credit cards will be in the name of the School District. Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent shall monitor monthly the use of each credit card by reviewing credit card expenditures and reporting any serious problems and/or discrepancies directly to the Board.

Credit Card Users

The Board shall authorize the issuing of credit cards to specific positions. Positions that will be issued a Dietrich School District credit card are as follows:

- Superintendent
- Business Manager
- Maintenance Director
- Student Body Accounts
- Child Nutrition Program Director

Credit card users must take proper care of the credit card(s) and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to provide a proper receipt can make the employee responsible for expenses incurred.

Credit Card Limits

The District shall establish a credit line not to exceed \$4000.00 for each card issued and an aggregate credit limit of \$15,000 for all cards issued to the District.

Return of Credit Card

A District employee who is no longer employed by the District shall return the credit card upon termination to the Superintendent no later than five calendar days after termination without further use.

Misuse and/or Unauthorized Use

An employee who violates a provision of this policy shall

1. Have their credit card revoked immediately, and
2. Shall be subject to disciplinary action as determined by the Superintendent, and
3. Shall be reported to local law enforcement.

If the Superintendent violates a provision of this policy, ~~they~~ ~~he or she~~ shall be subject to disciplinary action as determined by the Board and shall be reported to local law enforcement.

#### Additional Procedures

The Superintendent, in consultation with the Assistant Superintendent and/or Business Manager, may establish additional procedures governing the issuance and use of District credit cards. ~~These procedures shall that do~~ not contradict any part of this policy. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying procedures shall be given to each cardholder.

---

#### **Legal References**

IC § 18-5701

IC § 18-5703

---

#### **Description**

Misuse of Public Money by Officers

Definitions

---

**Original Adopted Date:** 03/2014 | **Last Revised Date:** 07/2018 | **Last Reviewed Date:**

---

## December Elementary Board Report

Elementary was busy in the Month of December wrapping up the end of first semester and preparing for Christmas!

**Kindergarten** In December we wrote letters to Santa, did a fun Polar Express Day where we compared the book to the movie, and also read several versions of the gingerbread man and even made a gingerbread girl, that escaped from our classroom! We are still trying to catch her! 🍪



**First Grade** stayed busy preparing for Christmas as well...writing letters to Santa and penpals, making presents for mom and dad, and working hard to finish thier reading goals!

**Second Grade** also was busy doing all things Christmas, writing letters to Santa and writing about themselves as elves.

**Third and Fourth Grade** wrote Christmas narratives about "going undercover as a spy with Santa, trying to figure out and stop whoever was trying to ruin Christmas."

**Fifth Grade** did several writing projects that contained a book of 5 of their original poems including: Acrostic, Concrete, Tanka, Haiku, and Diamante poetry. The kids wrote and decorated these as one of their Christmas gifts to their parents as well as wrote and illustrated Christmas cards for all 27 residents of the Lincoln County Care Center and made cute little yarn hat ornaments for each resident. As Ms. Astle reports, "we were happy to spread a little of the spirit of Christmas and the residents were absolutely thrilled at the time, effort and sincere messages they received!" This semester they will begin research for their second Informational/ Expository essay celebrating influential African American poets, inventors, civil rights leaders and sports figures, etc.

**Sixth Grade** The sixth grade had a great December. We have been focusing on math, reading, and writing skills.

We have written many essays and read several novels together.

We took an afternoon to do a little painting on canvas, and hope we can find time to do more.

All students are at or beyond their IXL goals which is-50% of the activities completed by the semester.

Certainly the most exciting thing coming up is-digging our mummies out of the natron. They were buried

Nov. 2 and will be retrieved and wrapped Jan 12. Sarcophases will be prepared and the mummies will be

entered into the Sixth Grade Tomb!

We love us. – Diane Norman



In addition to having a GREAT month with writing, Across the board all grades increased in I-station scores and showed great growth!! We continue to strive for excellence with our kids and grow a little more each month!

# Secondary January Board Report

## Christmas Caroling:

We had record breaking numbers for students who went caroling! It was amazing! Kudos to the admin for sending out an alert sense to parents because we saw a large increase of carolers after that went out.

## Writing Portfolio Update

As a secondary we met and discussed the writing portfolios. Because this is an evaluation measure for us and a goal for the district we made it a requirement in each of our classes. This means that students cannot pass our class without meeting the minimum requirements. As a staff we felt the need to emphasize the importance of their essays and the only way to do that was to make it a hard requirement. Some teachers made it 1000 points if a student failed to turn it in and some teachers gave an incomplete for the course grade. Our job as educators is to "challenge" our students **to achieve excellence in preparation for college, career, and a productive life.** With these essays we are making them rise to the challenge and most students have. At many jobs and colleges you have to meet a lot of minimum requirements to remain employed or to pass college courses. As adults there are things that we have to do at a minimum like pay bills, cook, take care of our kids, etc. We did see a huge rise in plagiarism since the invention of Chat GPT and some students just copy and pasted papers they found online. Those students received a zero and had to redo their assignments the first time they were caught. If they do it again, I am not confident that their teachers will give them leniency. Back to the positives, overall the students are writing and improving their skills. Most of our students are rising to the challenge and it is definitely benefiting them.