

Dietrich School District #314
Regular School Board Meeting
August 19, 2021
7:00 p.m. - Walk Through
7:30 p.m. Conference Room
Agenda

7:00 PM

1. School walk through to observe the condition of the school building and grounds

7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar **Action**
 - a. Approval of [Minutes July 12](#)
 - b. Approval of [Accounts Payable](#)
 - c. Approval of [Encumbrance Report](#)
 - d. Approval of [Student Body Balance Sheet](#)
 - e. [Personnel](#)
4. Leadership Team Presentation
5. Unscheduled Delegations/Patron Input
6. [Superintendent Report](#)
 - a. [Newsletter](#)
 - b. Update on Artec
 - c. Testing Update
 - d. [Maintenance Report](#)
7. [Principal Report](#)
 - a. Books
 - b. Class Sizes
 - c. Patriotism at Football Games
 - d. Teacher Work Week
8. Finance
 - a. Esser position **Action**
 - b. Investment LGIP options
9. Athletics
 - a. [IHSAA passes Action](#)
 - b. [Volleyball Uniforms Action](#)
10. Board Business
 - a. Information Items:
 1. [Housing Contract Action](#)
 2. [CIP Plan](#)
 3. [Resolutions Action](#)
 4. ISBA Conference
 5. [DSD Staff Handbook](#)
11. Policy
 - a. Annual Review: [2310](#), [3295](#), [3320](#), [3575](#), [9400](#)

12. Action Item: Executive Session as per code 74-206 (1) subsections (b):
 - (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or individual agent, or public school student;
 - (d) To consider records that are exempt from disclosure as provided in chapter 3 title 9, Idaho Code.

Mission and Vision

MISSION STATEMENT:

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

OUR VISION:

DIETRICH SCHOOL DISTRICTS
VISION IS TO MAINTAIN A
CULTURE WHERE RESPECT,
INTEGRITY, AND
PERSEVERANCE ARE
CULTIVATED. OPERATE A SAFE
AND WELCOMING SCHOOL
WHERE EACH STUDENT IS
CHALLENGED TO ACHIEVE
EXCELLENCE IN PREPARATION
FOR COLLEGE, CAREER, AND A
PRODUCTIVE LIFE.

13. Out of District Applications **Action**

14. Personnel **Action**

15. Future Agenda Items:

a. Regular Meeting - September 16, 2021 at 7:30 PM

16. Adjournment **Action**

Dietrich School District #314
Board of Trustees Regular Board Meeting
July 12, 2021

APPROVED

The meeting was called to order at 7:32 p.m. by Chairman Starr Olsen. The Board Members present were Starr Olsen, Perry Van Tassell, Dolly Power, Ben Hoskisson, and Rick Bingham. Superintendent Stefanie Shaw, Business Manager Dalonna Hurd acting as the Board Clerk, and David Brinkman were also present.

Agenda Approval

- No motion was necessary to approve as nothing on the agenda was changed.

Consent Agenda

- Ben Hoskisson made a motion to approve the consent agenda. Starr Olsen seconded the motion. The vote was unanimous in favor of the motion.

Unscheduled Delegations- none.

Superintendent Report

Presented as written with the following points:

- Artec Update - Superintendent Shaw touched briefly on this subject
- Maintenance Report - water rights were discussed
- Upcoming Dates

Budget Hearing

- Dalonna Hurd presented the Budget Presentation to the board.
- Perry VanTassell made a motion to accept the 2021-2022 budget publication. Ben Hoskisson seconded the motion. The vote was unanimous in favor of the motion.
- Ben Hoskisson made a motion to approve the 2020-2021 revised budget. Perry VanTassell seconded the motion. The vote was unanimous in favor of the motion.

Finance

- Ben Hoskisson made a motion to approve the July Accounts Payable. Rick Bingham seconded the motion. The vote was unanimous in favor of the motion.

Board Business

- Superintendent Stefanie Shaw led the discussion regarding the American Rescue Plan. The board reviewed their back to school plan and Dolly Power made a motion to approve the American Rescue Plan. Ben Hoskisson seconded the motion. The vote was unanimous in favor of the motion.
- Charley Astle is going to work with Quinn Perry at ISBA to write a resolution for ID Code 33-100 to remove the State Board of Education from being able to shut down a school in regards to infectious diseases. Ben Hoskisson made a motion for the board to adopt a resolution amending ID Code 33-100 and to submit it to the ISBA no later than July 30th. Perry VanTassell seconded the motion. The vote was unanimous in favor of the motion.
- Superintendent Shaw talked about the New Board Member packet provided by the ISBA. David Brinkman offered to build a new board member packet specific to our district. No action was necessary.
- Superintendent Shaw sent out the contract for the Pixellot cameras, but there are some concerns with the contract about liability and the placement of the cameras. Rick Bingham made a motion to approve the Pixellot camera contract. Starr Olsen seconded the motion. Rick Bingham, Starr

Olsen, and Ben Hoskisson were in favor of the motion and Dolly Power and Perry VanTassell opposed the motion. The motion carried.

- There was a short five minute recess at 8:43 PM.

Executive Session

- Perry VanTassell made a motion to go into executive session per Idaho code 74-206 (1) subsection (b) and per Idaho code 74-206 (1) subsection (d). Starr Olsen seconded the motion. Roll call vote: Starr Olsen- yes, Dolly Power- yes, Rick Bingham - yes, Ben Hoskisson - yes, Perry Van Tassell - yes. The board went into executive session at 8:49 pm.
- Discussion - Continuous Improvement Plan
- The board came out of the executive session at 10:10

Athletics

- Superintendent Shaw, on behalf of Rick Astle, proposed having football camp on August 16th-18th at Gerry Astle's house. Perry VanTassell made a motion to approve the football camp on August 16-18. Ben Hoskisson seconded the motion. The vote was unanimous in favor of the motion.

Policy

- Perry VanTassell made a motion for the annual reviews for policies 1600, 5450, 7450P1, and 7455. Rick Bingham seconded the motion. The vote was unanimous in favor of the motion.

Future Agenda Items

- The next regular board meeting will be August 19, 2021 at 7:30 pm.

Adjournment

- Starr Olsen adjourned the meeting at 10:30 PM.

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
000001	100-664410-000-000-0	000000	08/09/21	005406	74	Grill for concessions	1	08-2021	850.00
	**SUB-TOTAL: Dietrich High School								
000005	100-661350-000-000-0	000000	07/27/21	005373	208-886-9891 744 B	2021-2022 Fax Line	1	07-2021	99.22
	**SUB-TOTAL: CenturyLink								
000006	100-641410-000-000-0	000000	07/27/21	005354	1034819	100 ct Student Registration Folder	1	07-2021	48.50
000006	100-651410-000-000-0	000000	07/27/21	005354	1034819	Budgeted Office supplies, file fol	1	07-2021	97.67
	**SUB-TOTAL: Caxton Printers LTD								
000009	100-623470-000-000-0	000000	08/16/21	005413	1446268	2021-2022 Single Site hosted renew	1	08-2021	806.72
000009	100-623470-000-000-0	000000	08/16/21	005413	1446268	Titlepeek online single site suppo	1	08-2021	150.00
	**SUB-TOTAL: Follett School Solutions, Inc.								
000012	100-651310-000-000-0	000000	08/16/21	005411	8885	2020-2021 Audit Fees	1	08-2021	7,200.00
000012	100-651310-000-000-0	000000	08/16/21	005411	8885	COVID GRANTS EXTRA WORK	1	08-2021	500.00
	**SUB-TOTAL: R. Michael Burr, CPA								
000013	100-664410-000-000-0	000000	08/09/21	005340	2012306	Sheet rock for concessions stand	1	08-2021	841.76
	**SUB-TOTAL: Home Depot								
000020	100-661330-001-000-0	000000	08/16/21	005407	2200570063	210 4th St - GYM	1	08-2021	1,983.18
000020	100-661330-001-000-0	000000	08/16/21	005407	2204390450	406 N Park St - SHOP	1	08-2021	7.32
000020	100-661330-001-000-0	000000	08/16/21	005407	2205403773	524 N Park St - AG BUILDING	1	08-2021	34.06
000020	100-661330-001-000-0	000000	08/16/21	005407	2206056844	602 N Park St - Football Lights	1	08-2021	6.20
000020	100-661330-001-000-0	000000	08/16/21	005407	2206296283	408 N Park St - Pump	1	08-2021	16.66
000020	100-661330-001-000-0	000000	08/16/21	005407	2206633246	22 E 1st St - Busbar	1	08-2021	29.33
	**SUB-TOTAL: Idaho Power								
000041	310-911620-000-000-0	000000	08/09/21	005401	5263006 -2021	2016 Bond Interest Payment	1	08-2021	35,793.75
000041	310-911620-000-000-0	000000	08/09/21	005401		Less Funds on Hand	1	08-2021	0.18CR
000041	310-911610-000-000-0	000000	08/09/21	005401		2016 Bond Principle Payment	1	08-2021	100,000.00
	**SUB-TOTAL: Zions Bank								
000043	100-632270-000-000-0	000000	07/27/21	005375	25205673	Work Comp Installment Premium	1	07-2021	10,000.00
000043	100-661270-000-000-0	000000	07/27/21	005375	25205673	Work Comp Premium	1	07-2021	1,320.00
	**SUB-TOTAL: Idaho State Insurance Fund								
000048	100-667460-000-000-0	000000	08/09/21	005379	312319	Safeschool Renewal 2021-2022	1	08-2021	120.00
	**SUB-TOTAL: Moreton & Company Idaho								
000056	100-667320-000-000-0	000000	08/09/21	005399	1037-F048902	Annual Inspection of Fire system/S	1	08-2021	750.00
	**SUB-TOTAL: Della Fire Systems, Inc								
000057	257-616300-616-000-0	000000	07/27/21	005372	SLP-21-0071	June 2021 Prasnace Learning Servic	1	07-2021	1,960.16
000057	100-211000-000-000-0	000000	08/09/21	005389	314212-1	D Aguilar Geometry Flex	1	08-2021	15.00
000057	261-621310-000-000-0	000000	08/09/21	005400	314213-1	August Summer IDLA Courses	1	08-2021	105.00
	**SUB-TOTAL: Idaho Digital Learning Academy								
000070	100-661350-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 East Route Cell Phone	1	08-2021	52.51
000070	100-661350-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 West Route Cell Phone	1	08-2021	52.51
000070	100-664350-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 Maintenance Cell Phone	1	08-2021	25.89
000070	100-211000-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 Maintenance Cell Phone R	1	08-2021	25.89
000070	100-641350-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 Principal Cell	1	08-2021	51.79
000070	100-632350-000-000-0	000000	08/09/21	005370	9885103861	2021-2022 Superintendent Cell	1	08-2021	51.79
000070	100-664550-000-000-0	000000	08/09/21	005387	9885103861	Ryan new cell phone	1	08-2021	49.99
000070	100-632550-000-000-0	000001	08/09/21	005387	9885103861	S. Shaw new phone	1	08-2021	350.00
	**SUB-TOTAL: Verizon Wireless								
000078	100-661410-000-000-0	000000	07/27/21	005339	6926529	Floor Wax and Pads	1	07-2021	300.33
	**SUB-TOTAL: Brady Industries LLC								
099002	100-632390-000-000-0	000000	07/27/21	005377	300005776	AASA Dues	1	07-2021	235.00
099002	100-632390-000-000-0	000000	07/27/21	005377	300005776	IASA Dues and Fees	1	07-2021	455.00
	**SUB-TOTAL: IASA								
099035	100-611300-000-000-0	000000	08/16/21	005412	120721	2021-2022 School Health	1	08-2021	1,560.00
	**SUB-TOTAL: South Central Public Health								
099045	243-519300-000-000-0	000000	08/16/21	005321	32693861	21-22 Cylinder Rental	1	08-2021	73.16
	**SUB-TOTAL: NORCO								
099065	100-691320-000-000-0	000000	08/16/21	005327	29850423	21-22 Copier Lease	1	08-2021	429.45
099065	100-691320-000-000-0	000000	08/16/21	005327	29850423	21-22 Copier Usage	1	08-2021	214.81
	**SUB-TOTAL: Great America Financial Serv								
099149	271-621390-000-000-0	000000	08/09/21	005392	7,19.21	Get up, Stand up Education class f	1	08-2021	165.00
099149	271-621390-000-000-0	000000	08/09/21	005392	7,19.21	P20 Registration Continuing Ed Cre	1	08-2021	80.00
	**SUB-TOTAL: McHan, Eric								
099175	251-512410-000-000-0	000000	07/27/21	005363	181119315001	Budgeted Supplies for Sarah Stowel	1	07-2021	14.99
099175	251-512410-000-000-0	000000	07/27/21	005363	181150486001	Budgeted Supplies for Sarah Stowel	1	07-2021	18.49
099175	251-512410-000-000-0	000000	07/27/21	005363	181150473001	Budgeted Supplies for Sarah Stowel	1	07-2021	165.70
099175	251-512410-000-000-0	000000	07/27/21	005363	181150490001	Budgeted Supplies for Sarah Stowel	1	07-2021	11.72
	**SUB-TOTAL: Office Depot								
099183	100-632390-000-000-0	000000	07/27/21	005374	21-22.0449	School District Membership	1	07-2021	50.00
	**SUB-TOTAL: Idaho School District Council								
099185	251-512410-000-000-0	000000	08/16/21	005345	556987387536	Budgeted Supplies for E McHan- Eng	1	08-2021	72.04
099185	251-512410-000-000-0	000000	08/16/21	005345	465675596837	Budgeted Supplies for E McHan- Eng	1	08-2021	3.49
099185	257-616410-000-000-0	000000	08/16/21	005330	465695543765	Budgeted Classroom suplies for SPE	1	08-2021	28.82
099185	257-616410-000-000-0	000000	08/16/21	005330	8754446888864	Budgeted Classroom suplies for SPE	1	08-2021	49.50
099185	257-616410-000-000-0	000000	08/16/21	005330	457738694394	Budgeted Classroom suplies for SPE	1	08-2021	17.99
099185	257-616410-000-000-0	000000	08/16/21	005330	446953737655	Budgeted Classroom suplies for SPE	1	08-2021	77.90
099185	257-616410-000-000-0	000000	08/16/21	005330	996556534745	Budgeted Classroom suplies for SPE	1	08-2021	83.94
099185	257-616410-000-000-0	000000	08/16/21	005330	463693447954	Budgeted Classroom suplies for SPE	1	08-2021	75.65
099185	290-710410-000-000-0	000000	08/16/21	005333	4735	Budgeted Office supplies for SQuir	1	08-2021	45.00
099185	290-710410-000-000-0	000000	08/16/21	005333	5966	Budgeted Office supplies for SQuir	1	08-2021	8.17
099185	290-710410-000-000-0	000000	08/16/21	005333	7944	Budgeted Office supplies for SQuir	1	08-2021	16.63
099185	290-710410-000-000-0	000000	08/16/21	005333	7955	Budgeted Office supplies for SQuir	1	08-2021	30.32
099185	290-710410-000-000-0	000000	08/16/21	005333	5755	Budgeted Office supplies for SQuir	1	08-2021	41.34
099185	290-710410-000-000-0	000000	08/16/21	005333	3757	Budgeted Office supplies for SQuir	1	08-2021	3.60
099185	290-710410-000-000-0	000000	08/16/21	005333	3996	Budgeted Office supplies for SQuir	1	08-2021	14.58
099185	100-641410-000-000-0	000000	08/16/21	005335	3957	Budgeted office/first aide supplie	1	08-2021	15.93
099185	100-641410-000-000-0	000000	08/16/21	005335	5547	Budgeted office/first aide supplie	1	08-2021	15.71

VEND #	ACCOUNT	DEPT	DATE	(VEND RING: 000000-ZZZZZZ; PO #	DATE RING: 00/00/00-08/31/21; INVOICE	ALL FUNDS; BANK CD: 1)	DESCRIPTION	BC	MO-YR	AMOUNT
099185	100-641410-000-000-0	000000	08/16/21	005335	8687		Budgeted office/first aide supplie	1	08-2021	304.00
099185	100-641410-000-000-0	000000	08/16/21	005335	3434		Budgeted office/first aide supplie	1	08-2021	7.99
099185	253-611410-000-000-0	000000	08/16/21	005304	8634		Migrant PreSchool grant Supplies	1	08-2021	762.12
099185	253-611410-000-000-0	000000	08/16/21	005304	7655		Migrant PreSchool grant Supplies	1	08-2021	23.96
099185	251-512410-000-000-0	000000	08/16/21	005343	8397		Budgeted Supplies for 4th grade	1	08-2021	47.97
099185	251-512410-000-000-0	000000	08/16/21	005343	4966		Budgeted Supplies for 4th grade	1	08-2021	12.65
099185	251-512410-000-000-0	000000	08/16/21	005343	8498		Budgeted Supplies for 4th grade	1	08-2021	12.99
099185	251-512410-000-000-0	000000	08/16/21	005343	4799		Budgeted Supplies for 4th grade	1	08-2021	19.09
099185	251-512410-000-000-0	000000	08/16/21	005343	6899		Budgeted Supplies for 4th grade	1	08-2021	4.77
099185	251-512410-000-000-0	000000	08/16/21	005343	6483		Budgeted Supplies for 4th grade	1	08-2021	79.96
099185	251-512410-000-000-0	000000	08/16/21	005347	5979		Budgeted Supplies for Music Classe	1	08-2021	107.11
099185	100-519410-010-000-0	000000	08/16/21	005328	6589		Budgeted Supplies for Music Classe	1	08-2021	20.98
099185	100-519410-030-000-0	000000	08/16/21	005329	6493		Expo markers for Mr Peterson	1	08-2021	15.24
099185	100-519410-030-000-0	000000	08/16/21	005329	6493		Budgeted Supplies for B Astle	1	08-2021	27.92
099185	251-512410-000-000-0	000000	08/16/21	005329	8675		Budgeted Supplies for B Astle	1	08-2021	77.56
099185	251-512410-000-000-0	000000	08/16/21	005346	3776		Budgeted Supplies for Science Dept	1	08-2021	10.98
099185	251-512410-000-000-0	000000	08/16/21	005346	4597		Budgeted Supplies for Science Dept	1	08-2021	9.94
099185	251-512410-000-000-0	000000	08/16/21	005346	7737		Budgeted Supplies for Science Dept	1	08-2021	32.50
099185	251-512410-000-000-0	000000	08/16/21	005346	7845		Budgeted Supplies for Science Dept	1	08-2021	56.74
099185	251-512410-000-000-0	000000	08/16/21	005344	7363		Budgeted Supplies for A Fowles-Mat	1	08-2021	111.95
099185	251-512410-000-000-0	000000	08/16/21	005344	6548		Budgeted Supplies for A Fowles-Mat	1	08-2021	20.95
099185	251-512410-000-000-0	000000	08/16/21	005344	3547		Budgeted Supplies for A Fowles-Mat	1	08-2021	24.98
099185	251-512410-000-000-0	000000	08/16/21	005344	8977		Budgeted Supplies for A Fowles-Mat	1	08-2021	20.95
099185	251-512410-000-000-0	000000	08/16/21	005344	4563		Budgeted Supplies for A Fowles-Mat	1	08-2021	213.08
099185	251-512410-000-000-0	000000	08/16/21	005341	7333		Budgeted Supplies for 6th grade	1	08-2021	52.75
099185	251-512410-000-000-0	000000	08/16/21	005341	5888		Budgeted Supplies for 6th grade	1	08-2021	52.63
099185	251-512410-000-000-0	000000	08/16/21	005342	5997		Budgeted Supplies for 1st Grade	1	08-2021	21.27
099185	251-512410-000-000-0	000000	08/16/21	005342	5646		Budgeted Supplies for 1st Grade	1	08-2021	215.71
099185	251-512410-000-000-0	000000	08/16/21	005342	9494		Budgeted Supplies for 1st Grade	1	08-2021	47.89
099185	251-512410-000-000-0	000000	08/16/21	005342	4656		Budgeted Supplies for 1st Grade	1	08-2021	10.49
099185	251-512410-000-000-0	000000	08/16/21	005342	18.99		Budgeted Supplies for 1st Grade	1	08-2021	18.99
099185	251-512410-000-000-0	000000	08/16/21	005342	3895		Budgeted Supplies for 1st Grade	1	08-2021	14.98
099185	251-512410-000-000-0	000000	08/16/21	005342	3473		Budgeted Supplies for 1st Grade	1	08-2021	78.15
099185	230-621410-000-000-0	000000	08/16/21	005299	7549		Homeless Grant Supplies	1	08-2021	16.09
099185	230-621410-000-000-0	000000	08/16/21	005299	7786		Homeless Grant Supplies	1	08-2021	121.43
099185	230-621410-000-000-0	000000	08/16/21	005299	8997		Homeless Grant Supplies	1	08-2021	4.96
099185	230-621410-000-000-0	000000	08/16/21	005299	9985		Homeless Grant Supplies	1	08-2021	7.64
**SUB-TOTAL: Amazon/SYNCR										3,290.17
099187	100-622410-000-000-0	000000	07/27/21	005360	6979477		Book Repair Budgeted supplies for	1	07-2021	353.76
**SUB-TOTAL: Demco, Inc.										353.76
099250	100-665410-000-000-0	000000	08/16/21	005382	11561		Weed wacker	1	08-2021	319.99
**SUB-TOTAL: Clearwater Power Equipment										319.99
099271	100-623310-000-000-0	000000	08/16/21	005322	71356		2021-2022 VOIP Phone Line	1	08-2021	131.00
099271	100-623350-000-000-0	000000	08/16/21	005322	71356		2021-2022 Internet Service	1	08-2021	525.00
**SUB-TOTAL: White Cloud Communications										656.00
099273	100-651350-000-000-0	000000	08/09/21	005390	1018669891		Meter Rent	1	08-2021	75.00
099273	100-641350-000-000-0	000000	08/16/21	005402	1018746396		Red Ink Refill Cartridge	1	08-2021	56.52
**SUB-TOTAL: Pitney Bowes Inc										131.52
099290	100-512470-011-000-0	000000	07/27/21	005361	INV7816		Waterford Reading Academy Student	1	07-2021	3,360.00
099290	100-512470-011-000-0	000000	07/27/21	005361	INV7816		Virtual Training/Consulting	1	07-2021	550.00
099290	100-512470-011-000-0	000000	07/27/21	005361	INV7816		Teacher License	1	07-2021	250.00
099290	100-512470-011-000-0	000000	07/27/21	005361			Teacher License (credit)	1	07-2021	250.00
**SUB-TOTAL: Waterford Institute										3,910.00
099303	100-681310-002-000-0	000000	08/09/21	005403	2406-314		2021-2022 Assesment Fee	1	08-2021	386.00
**SUB-TOTAL: Idaho State Department of Educ										386.00
099311	251-512410-000-000-0	000000	07/27/21	005357	IN60393		budgeted supplie fpr PE Classes.	1	07-2021	203.47
**SUB-TOTAL: Gopher Sports										203.47
099332	251-512410-000-000-0	000000	08/09/21	005365	INV6806		Walking Program Supplies	1	08-2021	40.80
**SUB-TOTAL: Fitness Finders, Inc										40.80
099341	100-664410-000-000-0	000000	08/16/21	005337	4512		Concrete cutting for rollup window	1	08-2021	775.00
**SUB-TOTAL: D.L. Evans Bank VISA Dilworth										775.00
099343	100-661410-000-000-0	000000	08/16/21	005388	0577		Sheet metal for concessions -Pacif	1	08-2021	654.56
**SUB-TOTAL: D.L. Evans Bank VISA Shaw										654.56
099369	271-621390-000-000-0	000000	08/16/21	005393	6210		P20 Conference Registration Astle	1	08-2021	75.00
099369	271-621390-000-000-0	000000	08/16/21	005393	6210		P20 Conference Registration McHan	1	08-2021	75.00
099369	100-632410-000-000-0	000000	08/16/21	005410	6210		Admin Staff lunch - Olive Garden	1	08-2021	62.28
099369	100-211000-000-000-0	000000	08/16/21	005410	6210		USPO Postage Stamps	1	08-2021	55.00
099369	251-512410-000-000-0	000000	08/16/21	005364	6210		Budgeted Supplies for Music Class	1	08-2021	355.82
**SUB-TOTAL: D.L. Evans Visa Hurd										623.10
099387	100-665410-000-000-0	000000	08/09/21	005386	15857915		Rainbird 4' sprinkler	1	08-2021	160.40
099387	100-665410-000-000-0	000000	08/09/21	005386	15857915		Misc Couplngs, caps for sprinklers	1	08-2021	33.16
**SUB-TOTAL: H.D. Fowler Company										193.56
099389	245-623300-000-000-0	000000	08/16/21	005414	1249		2021-2022 IT Services Contract	1	08-2021	1,000.00
**SUB-TOTAL: Blue Gem Technologies, LLC										1,000.00
099394	245-623460-000-000-0	000000	07/27/21	005376	INV-252948-3		Lease Agreement - Year 3	1	07-2021	2,563.33
**SUB-TOTAL: Cipafilter										2,563.33
099406	290-710450-000-000-0	000000	08/09/21	005325	9787131		21-22 Produce	1	08-2021	41.80
**SUB-TOTAL: Charlie's Produce										41.80
099433	251-512410-000-000-0	000000	07/27/21	005366	W70227350101		Alphabet Letters for Kindergarten	1	07-2021	289.20
099433	251-512410-000-000-0	000000	08/16/21	005405	W71215240101		Expandable Chart Stand - Kinderga	1	08-2021	34.99
099433	251-512410-000-000-0	000000	08/16/21	005405	W71215240101		Marker Stand	1	08-2021	9.98
**SUB-TOTAL: Discount School Supply										334.17
099434	290-710450-000-000-0	000000	08/09/21	005391	140859525		21-22 Food Supplies	1	08-2021	205.30
**SUB-TOTAL: Sysco Idaho, Inc										205.30
099451	251-512410-000-000-0	000000	07/27/21	005359	51446840		Budgeted Supplies for Science lab	1	07-2021	787.48
**SUB-TOTAL: Carolina Biological Supply Co										787.48
099463	100-632410-000-000-0	000000	07/27/21	005367	06775962		Academic Monthly Calendars for Sta	1	07-2021	89.20

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
099463	100-532410-000-000-0	000000	07/27/21	005367	06775962	Shipping	1	07-2021	14.45
	**SUB-TOTAL: Positive Promotions								103.65
099473	251-512410-000-000-0	000000	08/09/21	005358	913179719	5# and 10# weights for weight room	1	08-2021	210.46
	**SUB-TOTAL: BSN Sports, LLC								210.46
	***GRAND TOTAL - VENDOR COUNT: 42								183,722.49

July invoice arrived after board meeting for approval

000070	100-881350-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 East Route Cell Phone	1	07-2021	52.52
000070	100-881350-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 West Route Cell Phone	1	07-2021	52.52
000070	100-884350-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 Maintenance Cell Phone	1	07-2021	25.91
000070	100-211000-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 Maintenance Cell Phone R	1	07-2021	25.90
000070	100-841350-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 Principal Cell	1	07-2021	51.81
000070	100-832350-000-000-0	000000	07/28/21	005370	9882936767	2021-2022 Superintendent Cell	1	07-2021	51.81
	**SUB-TOTAL: Verizon Wireless								280.47

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	MO-YR	AMOUNT
000043	100-632270-000-000-0	000000	08/17/21	005420	25314439	Premium Adjustment - Work Comp	†	08-2021	1,294.00
	**SUB-TOTAL: Idaho State Insurance Fund								1,294.00
099002	100-631300-000-000-0	000000	08/17/21	005421	11-3055	LOL Training - In person training	†	08-2021	3,000.00
	**SUB-TOTAL: IASA								3,000.00
.64	243-519410-000-030-0	000000	08/17/21	005419	255488	B ASite Reach Conference lodging 2	†	08-2021	250.00
	**SUB-TOTAL: The Riverside Hotel								250.00
***GRAND TOTAL - VENDOR COUNT: 3									4,544.00

DIETRICH SCHOOL DISTRICT NO. 314
Cash Balance by Fund Report
August 20, 2021

Month 2 of 12

17% of School year

Fund Title	Beginning Budget Amount July 1, 2021	Revenue to date	Month to Date Expenses	YTD Expenses	Balance Ending May 20, 2022	MTD % Used	YTD %
100 - General Fund	\$ 2,075,473	\$903,670	\$(154,805)	\$ (359,708)	\$ 1,715,765	7%	17%
243 - CTE	\$ 18,563	\$0	\$(1,393)	\$ (2,533)	\$ 16,030	8%	14%
245 - Instructional Technology	\$ 71,969	\$0	\$(1,000)	\$ (8,676)	\$ 63,293	1%	12%
246 - SDFS	\$ 4,320	\$0	\$ -	\$ -	\$ 4,320	0%	0%
251 - Title IA	\$ 95,868	\$2,990	\$(5,039)	\$ (9,509)	\$ 86,359	5%	10%
252-ESSERF (CARES)	\$ 7,061	\$3,074	\$ -	\$(5,462)	\$ 1,599	0%	77%
253 - Title IC (Migrant)	\$ 62,063	\$3,032	\$(3,818)	\$ (6,850)	\$ 55,213	6%	11%
257 - IDEA Part B (SPED)	\$ 55,793	\$3,437	\$(1,810)	\$(5,247)	\$ 50,546	3%	9%
258-IDEA Part B Preschool Age	\$ 14,110	\$0	\$ -	\$ -	\$ 14,110	0%	0%
260 - Medicaid	\$ 3,700	\$ -	\$ -	\$ -	\$ 3,700		
261 - Title IV SSAE	\$ 14,362	\$713	\$(818)	\$(1,530)	\$ 12,832	6%	11%
262 - REAP (Rural Education)	\$ 30,805	\$0	\$ -	\$ -	\$ 30,805	0%	0%
263 - Carl Perkins	\$ 2,600	\$0	\$ -	\$ -	\$ 2,600	0%	0%
271 - Title IIA	\$ 10,792	\$0	\$(375)	\$(870)	\$ 9,922	3%	8%
290 - CNP	\$ 162,106	\$2,634	\$(4,110)	\$(8,245)	\$ 153,861	3%	5%
310 - Bond & Interest Redemption	\$ 203,600	\$0	\$(135,793)	\$(135,793)	\$ 67,807	67%	67%
420 - Plant Facilities		\$ -	\$ -	\$ -	\$ -		
421 - Bond Facilities		\$ -	\$ -	\$ -	\$ -		
424 - Bus Depreciation	\$ 23,367	\$ -	\$ -	\$ -	\$ 23,367	0%	0%
TOTAL CASH BALANCES	\$ 2,856,552	\$ 919,550	\$(308,961)	\$(544,423)	\$2,312,129	7%	15%

AS OF July 31, 2021 Bank Statement:

Balance in Bond Acct	\$ 60,513.10
Balance in LGIP M&O	\$1,039,001.89
Savings Balance	\$ 7,947.30
Child Nutrition	\$ 64,650.90
General	\$ 96,120.01
Payroll	\$ 3,554.09
Total Account Balances	\$1,271,787.29

**Dietrich Student Body
Balance Sheet
As of July 31, 2021**

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
D.L. Evans Bank	70,075.31
Total Checking/Savings	70,075.31
Accounts Receivable	
Accounts Receivable	2,914.27
Total Accounts Receivable	2,914.27
Other Current Assets	
Inventory Asset	62.00
Undeposited Funds	2,501.21
Total Other Current Assets	2,563.21
Total Current Assets	75,552.79
TOTAL ASSETS	75,552.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,480.05
Total Accounts Payable	-1,480.05
Credit Cards	
Shania's SB CC	369.82
Total Credit Cards	369.82
Total Current Liabilities	-1,110.23
Total Liabilities	-1,110.23
Equity	
Sawtooth Conference	8,784.46
Sales Tax	-3.91
Scholarships	
Volunteer Scholarship	1,000.00
Scholarship-Community	2,868.21
Scholarship-David Sorensen	4,375.00
Scholarship-Staff	5,321.26
Scholarships - Other	-320.00
Total Scholarships	13,244.47
Student Body Balance	
Class of 2027	101.00
00-Patterson	5.58
01-M. Heimerdinger	459.25
02-Chapman	515.85
03-Stowell	311.78
04-G. Heimerdinger	610.50
05-Astle	50.79
06-Norman	475.39
Athletics	
Activity Cards	
Adult/Senior Pass	637.74
Family Pass	2,581.53
Activity Cards - Other	20,370.34
Total Activity Cards	23,589.61
Gates	2,598.12
Ice Cream	1,569.32

**Dietrich Student Body
Balance Sheet
As of July 31, 2021**

	Jul 31, 21
Officials	
Official Contract Fee	-6,019.61
Total Officials	-6,019.61
Student Sport Fees	
Shooter Shirt- GBB/BBB	408.30
BBB	5,768.00
Cheer	663.59
FB	9,553.91
GBB	5,689.89
Track	6,532.71
VB	6,421.00
XC	526.00
Total Student Sport Fees	35,563.40
Athletics - Other	-41,397.67
Total Athletics	15,903.17
Auto Collision	
Class Projects	-28.39
Nova Project	1,732.79
Total Auto Collision	1,704.40
Box Tops/Field trips	921.24
Class of 2017	472.84
Class of 2018	407.65
Class of 2019	286.97
Class of 2020	2.42
Class of 2021	423.24
Class of 2022	785.95
Class of 2023	187.69
Class of 2024	87.34
Class of 2025	204.44
Class of 2026	201.77
Club BPA	5.54
Club FFA	
Club FFA Fundraising	672.89
Club FFA - Other	-637.05
Total Club FFA	35.84
Club Music	2,668.08
Concessions	4,107.41
Elementary Field Trips	53.84
General Student Body	197.20
In/Out	293.24
Library	177.16
Robotics	457.88
Ski/Skate/ Wahooz	11.70
SPED	92.08
Student Council	181.94
Team Accounts	
Team BBB	2,131.62
Team Cheer	2,738.26
Team FB	3,497.73
Team GBB	3,028.65
Team Track	-407.22
Team VB	4,365.44
Team XC	63.30
Total Team Accounts	15,417.78

11:03 AM

08/09/21

Accrual Basis

Dietrich Student Body

Balance Sheet

As of July 31, 2021

	Jul 31, 21
Yearbook	6,379.10
Total Student Body Balance	54,198.05
Tournament/ All Sports	623.53
Unrestricted Net Assets	-183.58
Total Equity	76,663.02
TOTAL LIABILITIES & EQUITY	75,552.79

August Superintendent Report

Artec Update

I hope to have more information for you next week. Artec seems to be a day to day challenge as things are changing daily. As of right now Artec is planning to continue for this school year however that could change within the first month of school. I will explain more at the board meeting.

Testing Update

I received the following email today. There are still a lot of questions and I have submitted concerns to Andy Grover from our District. I hope there will be more information I can share at the board meeting.

I wanted to reach out and just make you aware of a requirement that was sent to your assessment coordinator in your district late Wednesday. I have received a few calls and concerns about the direction that is being required for the interim ISAT assessments, specifically the shortened timeline for this requirement and the necessity for support in administering this assessment in the field. We are working with the Governor's office, State Board, and will meet with the SDE to try and find some solutions to this current requirement that most of us don't know anything about. We believe that districts using the IRI, iStation, NWEA, Star, iReady, and a few other norm referenced assessments are gathering the data needed to show growth in students. There is an Unfinished Learning working group, coordinated by the State Board of Education, that is putting together policy recommendations on accelerating learning, including a recommendation on administering a 4-8 grade math assessment in the fall and support for doing so.

I want to make you aware of this issue that has come up and I would appreciate any feedback you may have. I am also attaching a few comments that Dr. Kellerer has put together and sent out to Region 3 and the SIC. Thanks Paula for being on top of this issue.

1. This shortens our IRI window to September 1-10 and December 1-10 instead of the entire month as planned (unless we want to figure out who the learning loss dollars aren't being used for and have them test later in September).

2. This one is the most concerning to me so far: **Important:** *Due to new legislation signed into law in May 2021, districts need to select someone other than a student's "regular classroom teacher" to administer the IRI. All personnel administering the assessment must be trained and must sign the [Assessment Confidentiality Agreement](#).*

3. This email leads me to believe that MAP testing (or any other norm referenced assessment) will not be allowed in lieu of the ICA for our 3-8 and 10th grade students as we thought...these windows overlap our MAP testing...any chance someone can get a clear answer on this one...

We are working on this and trying to get some clarification on why this appeared a week before many of our districts start back up with students. I will keep you posted on the conversations and any clarification that comes out.

Thanks for all you do, and we will continue the plight to educate our students, regardless of the hills and mountains that keep getting thrown in our way! Give me a call if you need to talk and I hope that the opening of school is awesome, and our kids can't wait to be back together! I have the information that went out in the email below. I will keep you as up to date as possible.

Thanks,

Andy

Governor's Learning Loss Funds

Assessment Requirements for Participating Districts and Charter Schools

During the 2020-2021 school year, the Governor's Coronavirus Financial Advisory Committee allocated \$20 million in federal relief funds to address "learning loss" associated with COVID-19. These funds were separated into K-4 and K-12 programs and interested districts and charter schools could apply for either or both. By accepting these funds, districts and charter schools agreed to several reporting requirements, some of which are based on fall and winter assessment data. This document summarizes these assessment requirements.

A complete description of the reporting requirements will be posted soon at <https://www.sde.idaho.gov/academic>

FALL AND WINTER IRI

Applies to both K-4 and K-12 Funding

All K-3 students supported using the K-4 or K-12 learning loss funds must take the monthly IRI/Istation early reading assessment between:

- **August 2 - September 10, 2021;** and
- **December 1 - December 10, 2021**

The SDE will calculate growth for individual students based on the change in their composite IRI scores from April 2021 to these fall and winter administrations. The state's reporting will include the percentage of students making sufficient growth to be at Tier 1/At Grade Level at the end of this period.

K-3 students not associated with any expenditures using these funds still need to participate in the required fall IRI administration between August 2 and September 30, 2021. These students do not need to participate in a December administration, but districts and charters can participate in monthly progress monitoring at their discretion. All students will also need to participate in the standard spring IRI administration.

Please note, any students participating by September 10th and December 10th will be included in the learning loss analysis, as we are not asking districts for a list of individual students served by these funds.

Important: Due to new legislation signed into law in May 2021, districts need to select someone other than a student's "regular classroom teacher" to administer the IRI. All personnel administering the assessment must be trained and must sign the [Assessment Confidentiality Agreement](#).

ISAT COMPREHENSIVE INTERIM ASSESSMENTS

Applies Only to K-12 Funding

All students in grades 3 through 8 and 10 in the spring of 2021 who were supported using the K-12 learning loss funds in programs relevant to general content remediation in ELA/Literacy or Math must take the ISAT comprehensive interim assessments in the relevant subject areas between:

- **August 10 - September 10, 2021;** and
- **December 1 - December 10, 2021**

Students can take either the full interim comprehensive assessments (ICAs) consisting of a “CAT” portion and a performance task (PT) portion or the shortened interim comprehensive assessments (SICAs) consisting of only a “CAT” portion. At the start of the 2021-2022 school year, students will participate in the ICA or SICA associated with their spring 2021 grade level. In December, students will participate in the ICA or SICA for their current grade. The chart below illustrates this schedule.

Interim Testing Grade Schedule

School Year 2020-2021 Student Grade	School Year 2021-2022 Student Grade	September ICA or SICA Test Grade	December ICA or SICA Test Grade
NA	KG	NA	NA
KG	1	NA	NA
1	2	NA	NA
2	3	NA	NA
3	4	3	4
4	5	4	5
5	6	5	6

6	7	6	7
7	8	7	8
8	9	8	9
9	10	NA	NA
10	11	10	11
11	12	NA	NA
12	NA	NA	NA

The SDE will report the percentage of students at each of the four performance levels (Below Basic/Basic/Proficient/Advanced) on the spring 2021 ISAT summative administration and then during these fall and winter ICA or SICA administrations.

Cells in gray listed with an NA indicate the student does not have to participate because there is not a spring 2021 assessment as a reference for measuring changes in performance. However, districts and charter schools can still administer interim assessments to these students based on interim assessment availability and local preferences.

Similar to the IRI, any students participating in the ISAT interims in the listed grades by September 10th and December 10th deadlines will be included in the learning loss analysis.

For Questions Contact

Assessment & Accountability | Idaho State Department of Education | assessments@sde.idaho.gov

Notice: All communication transmitted within the Nampa School District email system may be a public record and may be subject to disclosure under the Idaho Public Records Act (Idaho Code 74-101 et seq.) and as such may be copied and reproduced by members of the public. In addition, all district emails are generally kept for a period of 400 days and are also subject to monitoring and review.

Dr. Andy Grover
Executive Director IASA
208-275-9634
Idaho Association of School Administrators

Dr. Andy Grover
Executive Director IASA
208-275-9634
Idaho Association of School Administrators



MAINTENANCE REPORT AUGUST 2021 MEETING

Building:

- Finishing up Outdoor Concession Stands by the Football Jamboree is the plan. There will be a delay on the roll up window to complete the Concession completely.
- Preparing for School opening
 1. Waxing floors
 2. Finishing the remodel of the IDLA Room
 3. Helping teachers move things around and getting things ready in their classrooms.

Transportation :

- Bus Drivers attended/completed their first 3 hour Inservice Training in Burley at the High School on Aug. 4th, 2021.
- Another Bus meeting (August 19th) going over routes, etc before school starts Monday the 23rd.
- Bringing Buses back into Service for school.
- 60 Day Inspections to be completed.
- 00 repairs and into Service.

Grounds :

- Parking lot to be finished being paved.
- Preparing grounds for the Football Jamboree the 21st and School opening the 23rd.

Principals Report

Dietrich Schools

Perseverance, Integrity, and Respect



August, 2021

Books

We have more books that teachers are wanting to clean out of their rooms. I talked to 3 different businesses about selling the last group of books and they all said they weren't interested because they are too old. I am looking at donating them but if I can't I want to make sure you are ok with throwing them away.

Here is the [LINK](#) to the books

Class sizes

Please Click on this [LINK](#) to see how many students are in each class.

Patriotism at football games

I would like to continue recognizing people that support this great country at our home football games. Below is what I am suggesting.

Aug 27 vs Rimrock	Sept 17 vs Hansen	Sept 24 vs Glenns Ferry **Homecoming**
Police/Fire/Paramedics	Active and retired Military	Local Elected officials

Teacher Work Week

The Staff and I have a busy week planned. There is a huge focus on implementing our new curriculum. I also Plan on improving student interventions through PLC and SPED training. Click this [LINK](#) to see the week's schedule.

FRONT



FRONT



BACK

IHSAA Passes for Approval

Rick Astle	Head Football Coach
Charley Astle	Head Volleyball Coach
Wayne Dill	Head Basketball Coach (Boys)
Dixie Dill	Head Track/Cross Country Coach
Jessica Whisenhunt	Band Director
Billie Sneddon	Cheer Coach
Denise Hanson	JV Volleyball Coach
Sarah Stowell	JV Basketball Coach (Girls)
Brody Astle	Athletic Director
Stefanie Shaw	Superintendent
Jeffrey Montero	Principal
Rick Bingham	Board Member
Ben Hoskisson	Board Member
Dolly Power	Board Member
Jalyn Shaw	Secretary
Janet Towne	Assistant Track

**Dietrich School District No. 314
INSTRUCTION**

2310

Nutrition Education

Quality nutrition education which is presented creatively, is grade appropriate, and builds knowledge and skills throughout the child's school experience. It addresses factual information and explores the health, social, cultural, and personal issues influencing food choices. Nutrition and nutrition education are recognized as important contributors to overall health.

Comprehensive nutrition education programs extend beyond the classroom into the larger school environment. The school cafeteria serves as a laboratory where students apply critical thinking skills taught in the classroom. Physical education programs, after-school sports, and school health services are appropriate avenues for nutrition education efforts. Students need to explore how:

- 1. Knowledge has purpose and meaning in their lives; and**
- 2. Curriculum points to the connections within and across disciplines.**

Examples of how nutrition can be integrated into classes include discussing ethnic food practices in the context of history and geography; preparation of healthy food in home economics, adult living, or life skills courses; the study of essential nutrients in science and biology classes; applying mathematical and technological skills to conduct dietary analysis; and addressing the wide range of social, cultural, and psychological aspects of food in language and social studies classrooms.

The District has a comprehensive curriculum approach to nutrition in kindergarten through grade 12. All instructional staff are encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- 1. Knowledge of My Plate;**
- 2. Healthy choices to decrease illness;**
- 3. Sources and variety of foods;**
- 4. Guide to a healthy diet;**
- 5. Diet and disease;**
- 6. Understanding calories and food as energy;**
- 7. Healthy snacks;**
- 8. Healthy breakfast;**
- 9. Healthy diet;**
- 10. Food labels;**
- 11. Major nutrients;**

12. **Multicultural influences;**
13. **Serving sizes by age, sex, and activity level;**
14. **Proper sanitation;**
15. **Importance of fluid intake and selection; and**
16. **Identifying and limiting low nutrition food.**

The District nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

All nutrition education will be scientifically based, consistent with the most recent Dietary Guidelines for Americans.

Nutrition education will be offered in the school cafeteria as well as in the classroom, with coordination between school food service staff and teachers. Teachers can display posters, videos, websites, etc. on nutrition topics and send materials home to involve parents.

Participation in USDA nutrition programs is encouraged as the District conducts nutrition education activities and promotions that involve students, parents, and the community. The school nutrition team responsible for these activities will be composed of child nutrition services staff, student services staff, school nurses, health teachers, and physical education coaches.

School Community

For a truly comprehensive approach to the school-based nutrition programs and services, it is crucial that all members of the school community help to create an environment that supports healthy eating practices. Administrators, teachers, school food service and other personnel; parents; and students need to be involved in this effort. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices. This includes coordination of nutrition education with the cafeteria and the promotion of healthy food choices in the cafeteria and all school events, such as fundraisers.

Local Community

The effectiveness of school-based nutrition programs and services can be enhanced by outreach efforts in the surrounding community. Personnel should be familiar with the health and nutritional resources available through the community and local agencies. Contacts should be made with the health department, community nutrition programs, health centers, local food pantries, and fitness programs. Once contact has been established, collaborative efforts should be made with other community agencies to positively influence the health and nutritional status of school-age children.

Schools will work with a variety of media to spread the word to the community about a healthy school nutrition environment, such as local newspaper and television stations.

Parent Involvement

The District will support parents' efforts to provide a healthy diet and daily physical activity for their children. The District will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the District's nutrition standards for individual foods and beverages. Celebrations that involve food during the school day shall be limited to no more than one party per class per month. No more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools may be served at such parties. The District will provide parents a list of foods that meet the District's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the District will provide opportunities for parents to share their healthy food practices with others in the school community.

The District will provide physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Parents are to be advised that their children are participating in a nutrition education or counseling experience, encouraging their support at home. Parent involvement can be in person or through communication sent to the home.

1. Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels;

2. Healthy eating and physical activity will be actively promoted to students, parents, teachers, administrators, and the community at registration, PTO meetings, open houses, health fairs, teacher inservices, etc.; and

3. Nutrition education from evidence-based sources (such as USDA's Team Nutrition and My Plate) may be provided in the form of handouts, postings on the District website, or presentations at open houses that focus on nutritional value and healthy lifestyles.

**Cross Reference:8200 Healthy Lifestyles
8230 District Nutrition Standards**

Legal Reference:I.C. § 33-512 Governance of Schools
42 USC § 1758b, Section 204 Healthy, Hunger-Free Kids Act of 2010
7 CFR § 210.30 Local School Wellness Policy

Other References:Implementation and Monitoring Plan, Idaho State Department of Education

Policy History:

Adopted on: April 2018

Revised on:

2310-3(ISBA 12/16 UPDATE)

Dietrich School District No. 314

3295

STUDENTS

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber-bullying, or bullying by students or third parties, is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists, and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves with an appropriate level of maturity, and with a proper regard for the rights and welfare of other students, school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference: 3330 Student Discipline
5265 Employee Responsibilities Regarding Student Harassment,
Intimidation, and Bullying

Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation – Bullying
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 67-5909 Acts Prohibited
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: February 2015

Revised on: August 2020

Reviewed on: August 2019

Dietrich School District No. 314

3320

STUDENTS

Substance and Alcohol Abuse

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

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

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

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

1. Upon reasonable suspicion, the student will be asked if he or she has used or is under the influence of alcohol or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate;

5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion;

6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parents;

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

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Cross Reference: 3370 Searches and Seizures
3330 Student Discipline
3340 Corrective Actions and Punishment.
3360 Discipline of Students with Disabilities

Legal Reference: I.C. § 33-210 Students Using or Under the Influence of Controlled Substances

I.C. § 37-2732C Using or Being Under the Influence -- Penalties.

Drug Free Schools and Community Act of 1988 – PL 100-690 and all subsequent amendments

Policy History:

Adopted on: February 2015

Reviewed on: August 2020

Revised on:

Dietrich School District No. 314

3575

STUDENTS

Student Data Privacy and Security

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its' website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of Personally Identifiable Information (PII).

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These

measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

- (1) The authorized staff of the District who require access to perform their assigned duties; and
- (2) Authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
- (3) Vendors who require access to perform their assigned duties.

Security

The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State

Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable state and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference: 3570 – 3570P Student Records

Legal Reference: 20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and
Accountability Act

Policy History:

Adopted on: September 2014

Revised on: October 2017

Reviewed on: August 2019

Dietrich School District No. 314

9400

SCHOOL FACILITIES

Safety Program

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

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

Cross Reference: 8520

Inspection of School Facilities

Legal Reference: I.C. § 33-512
29 CFR 1910.1030

Governance of Schools
The Blood Born Pathogens Standard

Policy History:

Adopted on: February 2016

Revised on: October 2017

Reviewed on: August 2019

DIETRICH SCHOOL DISTRICT
LEASE AGREEMENT

Residence Address: _____

THIS LEASE AGREEMENT, entered into this ____ day of _____, between DIETRICH SCHOOL DISTRICT OF DIETRICH, IDAHO, acting by and through its Superintendent, hereinafter called "Lessor" and _____, a school teacher or employee for DIETRICH SCHOOL DISTRICT, hereinafter called "Lessee".

The Lessor hereby leases to Lessee the leased premises located in the Lincoln County, State of Idaho, and more particularly on the following terms and conditions:

- 1) Terms of Lease: The term of this lease shall commence on the 1st day of _____, unless sooner terminated as hereinafter provided.

- 2) Rent: Dietrich School District has a yearly escalating rent increase. The original rent of \$200.00 per month for 431 North Park Street (2 bedrooms) is increased \$50.00 each year of occupancy to a ceiling of \$400.00 rent per month. The original rent of \$150.00 per month for 447 North Park Street (3 bedroom, south duplex) is increased \$50.00 each year of occupancy to a ceiling of \$300.00 rent per month. The original rent of \$150.00 per month for 463 North Park Street (1 bedroom, north duplex) is increased \$50.00 each year of occupancy to a ceiling of \$300.00 rent per month. Lessee agree to pay to Lessor as rent for the leased premises, the sum of _____ per month by the _____ day of _____ and monthly thereafter.

- 3) Security Deposit: Upon execution of this lease, Lessee shall deposit with Lessor the sum of \$150.00 receipt which is hereby acknowledged by Lessor to be held by Lessor for the faithful performance by Lessee of the lease and for the cleaning and repair of said premises after surrender by Lessee. The deposit shall be returned to Lessee no later than twenty-one (21) days after termination of the lease and lessee's vacating of the premises, less all charges for cleaning and repairing said premises, replacing any missing items, and any of the amount including delinquent rent due under this lease or reasonable sums necessary to compensate Lessor for breach of this lease. Lessee may not deduct the amount of deposit from rent or other payments that may become due under this lease and Lessor's right to rent for nonpayment of rent shall not be affected by the fact that Lessor holds such deposit. Lessor shall furnish lessee with an itemized statement of the amount of security deposit received, the charges made by lessor against the security deposit, and the distributions made or to be made of the security deposit.
- 4) Use: The leased premises shall be used only as a single family residence, and lessee shall not permit the leased premises or any part thereof to be used for (a) the conduct of any offensive, noisy or dangerous activity that would increase the premiums for fire insurance on the leased premises; (b) the creation or maintenance of a public nuisance; (c) anything which is against any laws or rules and regulations of any public authority at any time applicable to the leased premises; or (d) any purpose of in any manner which will obstruct, interfere with, or infringe on the rights of other persons.
- 5) Utility Chargers: Lessee shall pay promptly as they become due all charges for the furnishing of water and sewer, electricity, garbage service, and other public utilities to the leased premises during the term of this lease.

- 6) Indemnity Agreement: Lessee agrees to indemnify and hold the Lessor and the property of the lessor, including the leased premises, free and harmless from any and all liability for injury to or death of any person, including Lessee, family members of Lessee or agents and invitees of Lessee, or for damage to property arising from the use and occupancy of the leased premises by Lessee or from the act or omission of Lessee, in or about the lease premises with the express or implied consent of Lessee.
- 7) Alterations and Improvement: Lessee shall make no alterations to the leased premises or other improvements without first having obtained the written consent of Lessor.
- 8) Condition of Premises: Lessee stipulates that Lessee has examined the leased premises as well as all the buildings and improvements located thereon and they are all, at the date of lease, in good order, repair, and a safe and clean condition.
- 9) Improvements to Property: All alterations, changes and improvements built, constructed, or placed on the leased premises by Lessee, other than trade fixtures or moveable personal property, shall, unless otherwise provided by written agreement between the lessor and lessee, be the property of the Lessor and remain on the leased premises at the expiration or sooner termination of this lease. This paragraph does not authorize Lessee to make or place any such alterations, changes or improvements of the leased premises without having first obtained the written consent of Lessor.
- 10) Subletting: Lessee shall not assign this lease or sublet the property the leased premises or any interest therein or allow occupancy by any other party. Any such assignment, subletting, or occupancy by another party is void and any such attempts to

assign, sublet, or allow occupancy by any other party is cause for termination of this lease.

- 11) Maintenance of Premises: Lessee shall be responsible for maintaining the leased premises and grounds in good, sage, and clean condition and repair, and on expiration or sooner termination of this lease, to surrender the premises to lessor in as good condition as they are on the date of this lease, reasonable wear and tear and damage by elements excepted. Lessor shall maintain the exterior and structural portions of the building, unless repairs are required by reason of the negligence of the Lessee, Lessee's family members, agents, or invitees and in that event, Lessee shall be responsible to pay Lessor for any such repairs.
- 12) The Lessee is responsible to pay the fuel (propane) bill on a monthly basis and leave the propane take full on the termination of occupancy. The Lessee is also responsible to pay the water will on a monthly basis.
- 13) Pets: Pets are not allowed in teacher housing except by permission of the superintendent. Large animals (such as horses, cows, and pigs) are not allowed to be housed on school district rental property. Any pet damage to interior, exterior or grounds of leased premises shall be reimbursed by tenant for actual costs of damage replacement. Security deposit may be withheld for this purpose, but will not be considered to be payment in full for damages. The cost of damages will be determined by invoice from vendor/supplier for replacement of damaged area or items or by the cost in man-hours by district personnel to repair damaged items or areas. Abuse of the leased premises shall be grounds for termination of the lease. Animals allowed by the lease agreement are

14) Termination of Lease: This lease by terminated upon occurrence of any of the following.

- a) Default in the payment of rent for a period of five days after notice of such default;
- b) Default of any other provision in this lease and failure to correct same within a five day period specified in a written notice;
- c) Failure to maintain pets so that damage does not occur to leased premises;
- d) Termination of Lessee's employment with DIETRICH SCHOOL DISTRICT or the expiration of the term.

15) Entry by Lessor: Lessor or its authorized agent shall have the right to enter the leased premises in the following cases:

- a) In cases of emergency;
- b) To make necessary or agreed repairs;
- c) To inspect the premises to determine that the premises are being maintained in a safe and clean condition and are not being damaged.

16) Manner of Entry by Lessor: Lessor shall not abuse the right to enter the leased premises nor use such right to harass Lessee. Lessor shall at all times give lessee reasonable notice, normally twenty-four house notice, of Lessor's intent to enter the leased premises and must enter the leased premises during the week between the hours of 8:00 am and 8:00 pm. This paragraph shall not apply to entries on the leased premises by Lessor in case of any emergency, or in cases where Lessee consents to entry at other times.

17) Attorney's Fees: Should any litigation be commenced between the parties hereto concerning the leased premises, this lease, or the rights and duties of either in relation thereto, the party prevailing in such litigation shall be entitled to, in addition to such other relief as may be granted, to costs of suit and a reasonable attorney's fees.

18) Waiver of Breach: The waiver by Lessor of any breach of any provision of this lease shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or a different provision of the lease.

19) Time of the Essence: time is expressly declared to be of the essence of this lease.

20) Sole and Only Agreement: Lessee and Lessor agree that this instrument contains the sole and only agreement between them concerning the leased premises and correctly set forth their rights and obligations to each other concerning the leased premises as of its date. Any agreement or representation respecting the leased premises or the duties of either Lessor or Lessee in relation thereto not expressly set for in this situation is null and void.

EXECUTED on the _____ day of _____, 20_____ at

Dietrich, Idaho.

DIETRICH SCHOOL DISTRICT (Lessor)

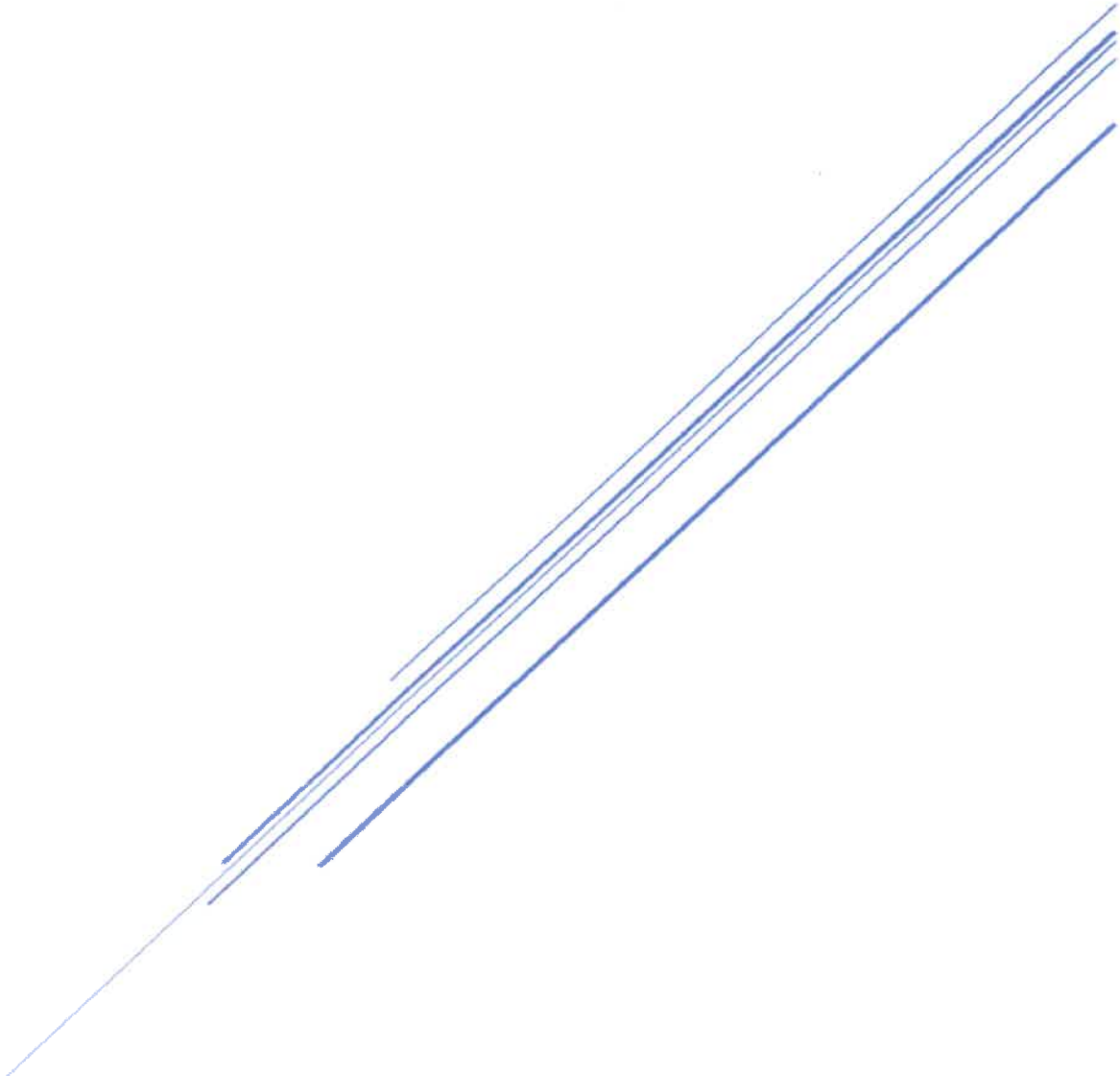
By _____

LESSEE

By _____

DIETRICH SCHOOL DISTRICT STAFF HANDBOOK

2021-2022



Dietrich School District #314 | 2021-2022 CALENDAR

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DIETRICH SCHOOL DISTRICT #314

Strategic Plan

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

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

Contract Hours

All certified staff are expected to be in the building from **7:30-4:00** on contracted days according to the teacher work schedule. If a teacher needs to leave earlier than these times they will need to contact their direct supervisor and this will need to be approved by the supervisor and a plan to make up the time will be determined at that time if the supervisor determines the time should be made up.

Professional Standards Commission (PSC) Code of Ethics Policy 5280

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

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

1. **Principle I:** A professional educator abides by all federal, state, and local laws and statutes.
2. **Principle II:** A professional educator maintains a professional relationship with all students, both inside and outside the classroom.
3. **Principle III:** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.
4. **Principle IV:** A professional educator exemplifies honesty and integrity in the course of professional practice.
5. **Principle V:** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.

6. **Principle VI:** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.
7. **Principle VII:** A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.
8. **Principle VIII:** A professional educator fulfills all terms and obligations detailed in the contract with the local Board of education or education agency for the duration of the contract.
9. **Principle IX:** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.
10. **Principle X:** A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following recognized professional principles.

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

01. Aspirations and Commitments.

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

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

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

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

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

f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

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

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

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

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

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

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

- a. Fraudulently altering or preparing materials for licensure or employment;

- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
- d. Failure to notify the state of past criminal convictions at the time of application for licensure;
- e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation; and,
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues.
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.

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

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

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

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

08. Principle VII – Confidentiality. A professional educator complies with State and federal laws and local School Board policies relating to the confidentiality of student and

employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to:

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

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

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

10. Principle IX – Duty to Report. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes, but is not limited to

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

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

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

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

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

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

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

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

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

07. Conditional Certificate. Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Section 33-1209(10), Idaho Code).

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

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

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

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

12. Ethics Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and/or vice-chair of the Commission. A

prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a Certificate holder.

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

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

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

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

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

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

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

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

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

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

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

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

Violations of the Code of Ethics of the Idaho Teaching Profession

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

Personal Conduct

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

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

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

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

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

Insubordinate Conduct

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

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

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

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

Informal Review

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

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

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

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

The District will use the following procedure:

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

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

Abused and Neglected Child Reporting

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

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

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

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

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

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

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

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

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

Lesson Plan refer to policy 2110

Daily objectives should be posted on the board and discussed with students on a daily basis. In addition daily objectives should be provided to the direct supervisor on a weekly basis for all classes. Daily Lesson plans should include all of the following information below. Direct supervisors will provide staff with procedure and templates for submission of weekly lesson plans. Daily lesson plans should be provided to the supervisor when they are in the classroom for formal and informal observation. Lesson Plan book should be made available to supervisor in case of need of emergency substitute.

Daily Lesson Plans should include All of the following areas :

1. Statement of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;

4. Materials – basic and supplementary; and
5. Evaluation of students.

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

Staff Dress Code Reference Policy 5360

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. We, therefore, set in policy the following outline of "reasonable expectations" for all professional staff.

The following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences, and professional development days.

Dressing up is encouraged.

Professional attire is preferred.

Inappropriate/Unacceptable Attire:

1. Backless, see-through, tight fitting, or low-cut blouses, tops, and dresses;
2. T-shirts, lycra, spandex, midriff tops, tank tops, and muscle shirts;
3. Cut-offs and jeans shorts;
4. Sweatpants;
5. Coaching shorts, and spandex shorts or pants of any length;
6. Mini-skirts;
7. Jogging suits;
8. Denim overalls; and
9. Apparel with offensive logos.

Exceptions:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas;
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal's permission; and
4. The Principal may grant exceptions based on job-related needs.

Any casual dress or accessories not stated above must at all times meet or exceed standards set for our students in each of their respective schools.

Enforcement

School District staff members who do not, in the judgment of the principal or supervisor, reasonably conform to this dress code shall receive a written notice from the principal or program supervisor. The principal or program supervisor shall submit a copy of the notice to the Superintendent. Repeated violations could result in disciplinary action by the Superintendent against the staff member. In cases where a staff member refuses to comply with the directions of the principal, program supervisor, or Superintendent, the staff member's employment could be terminated. The decision of the Superintendent is final regarding administration of this policy.

Purchase Order

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

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

Personal Reimbursements

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

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

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

Evaluation of Certificated Personnel Refer to Policy 5340

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

Objectives

The formal performance evaluation system is designed to:

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

7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

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

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

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

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

Written Evaluation

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

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

Evaluation Measures

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

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

Student Achievement:

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

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

1. **Planning and Preparation**

- A. **Demonstrating Knowledge of Content and Pedagogy;**

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

2. Classroom Learning Environment

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

3. Instruction and Use of Assessment

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

4. Professional Responsibilities

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

Meeting with the Employee

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

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

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he or she has been given a copy and initial after supervisor's comments.

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

Rebuttals/Appeal

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

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

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

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

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation,

and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records

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

Personal Leave Policy 5402

Each employee may be granted, upon written request, two (2) days of personal leave with pay, as defined by the employee's regular work day, at no cost to the employee. . Requests for personal leave must be made in writing and submitted to the supervisor a minimum of one (1) day in advance. In emergency situations a verbal request may be made. Two additional days of personal leave may be requested with stipulation that the employee reimburse the District the amount paid for the certified substitutes. An employee who has used personal leave in excess of that which was earned, shall have that percentage of their contract or work agreement deducted from their paycheck for each additional day of personal leave

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

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

At the end of the school year, a certified employee may determine to be paid for his/her unused annual personal leave at the average rate of a certified substitute in our district

Leaves of Absence Policy 5400

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

The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly

scheduled meeting, or at a special meeting should the next regularly scheduled Board meeting not be within a period of twenty-one (21) days from the date of such action.

Sick Leave

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

Compensation shall not be provided for unused sick leave.

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

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

Accrual of Unused Sick Leave

Employees may accrue unused sick leave with no limit. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system. New employees may transfer up to 180 days of sick leave, for retirement purposes only, providing that district participates in the same public employee retirement system as the District. New employees will accrue new sick leave, that may be used during employment as paid sick leave, at the same rate as existing employees.

Vacation Leave

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

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
0.5-2	5 days
3-10	10 days
11-15	15 days
16-19	18 days

20+

20 days

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

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

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

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

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

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. "Immediate family" for purposes of bereavement leave shall mean the employee's spouse, grandparents, grandparents of spouse, children, parent, or parent of spouse. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed ten (10) days.

Personal and Emergency Leave

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

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days;
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week;

4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or any other District recognized leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

All Employee Sick Leave Bank

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

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

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

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

- a. Be a contributor to the Bank
- b. Be absent from work due to illness or accident
- c. Have used all accumulated sick leave and personal leave

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

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

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

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

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

Certificated Staff Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review -

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

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

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

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

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

shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Student Cell Phone Policy Refer to Policy 3265A2

Cell phone use during the school day has become a serious classroom distraction. To keep the focus on learning, and distractions to a minimum, cell phones must be off and put away from 8:05 a.m. to 3:38 p.m., except during lunch. Cell phones may not be used during passing periods.

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

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

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

Accessing and/or viewing an internet site that is otherwise blocked to students at school.^[L]^[SEP]

Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.

Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.^[L]^[SEP]

Using a camera in a restroom, dressing room, or locker room.

Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.

Using an ECD in a manner that could cause damage to an individual or the school community or create the danger of disruption of the academic environment.

The contents of a cellular phone, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.

A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular telephone or ECD may be returned directly to the student.

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

must be picked up after school by a parent/guardian only.

I have read, understand and will comply with the Dietrich Schools Cell Phone Policy.

Student Signature

Date

Report of Suspected Child Abuse, Abandonment or Neglect

Original to: Local Law Enforcement _____

Department of Health and Welfare _____

Copy to: Superintendent _____

Building Principal _____

From:

Title:

School:

Phone:

Persons contacted: Principal Teacher School Nurse Other

Name of Minor:

Date of Birth:

Address:

Phone:

Date of Report:

Attendance Pattern:

Father: _____ Phone: _____

Address: _____

Mother: _____ Phone: _____

Address: _____

Guardian or Step-Parent: _____ Phone: _____

Address: _____

Any suspicion of injury/neglect to other family members:

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected:

Previous action taken, if any: _____

Follow-up by Local Law Enforcement/Department of Health and Welfare

(copy to be completed and returned to the Superintendent/Building Principal):

Date Received:

Date of Investigation:

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

Think Before Posting

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

Be Respectful

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

Remember Your Audience

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

Contact with Students

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

Keep Personal and Professional Use Separate

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

District Social Media Sites

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

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

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

Dietrich School District No. 314

5240

PERSONNEL

Sexual Harassment/Sexual Intimidation in the Workplace

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

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

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

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

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

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

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

Investigation

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

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

Confidentiality

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

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

Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment Policy 5240F

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

Employee Signature

Employee Printed Name

Date

Employee Electronic Mail and On-Line Services Usage Policy 5330

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

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

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

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

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

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

Uses

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

Unacceptable Uses of Network

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

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

Records

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

Privacy

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

Confidentiality of Student Information

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

Internet Access Conduct Agreements

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

Warranties/Indemnification

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

Violations

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

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

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

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

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

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

Content: Messages and posts should always consider the audience and must promote the mission, vision, and goals of DSD #314. All posts and messages should be made using professional tone and good taste. Information will be updated as frequently as possible and will be in accordance with district policy, state, and federal laws regarding student and employee confidentiality

Dietrich School District No. 314

5330F

PERSONNEL

Employee Electronic Mail and On-Line Services Use Policy Acknowledgment

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

Employee Signature

Employee Printed Name

Date

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

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of I. C. § 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. [Note – The District may provide records in electronic format.]
 - A. Pursuant to state law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:
 - I. All annual evaluations;
 - II. Letters of reprimand;
 - III. Letters of direction;
 - IV. Letters of commendation or award;
 - V. Disciplinary actions and documentation of disciplinary investigations;
 - VI. Recommendations for probation;
 - VII. Notices of probation and notices of removal from probation;
 - VIII. Recommendations for termination or nonrenewal;
 - IX. Notices of termination or nonrenewal;
 - X. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
 - XI. Any rebuttal documentation filed by the employee relative to any of the above documents.

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

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or

former employee or expunge information about performance or misconduct from any document in an employee personnel file.

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

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

_____.

Signature of Staff Member

Date

DIETRICH SCHOOL DISTRICT NO. 314

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



Administration
Stefanie Shaw, Superintendent

Jeffrey Montero, K-12 Principal

Staff/Student Filing Complaint

Date

Signature

email address

Phone Number

Description of Complaint:

Statement of Desired Outcome :

Dietrich School District

#314



Welcome Back

I am so excited to welcome back the Staff, Students, and Parents of Dietrich Schools to another year. It seems like the summer goes by faster and faster every year. I hope that you were able to have some fun adventures with your family and are ready to come back and be ready to learn.

We will be welcoming back several of our previous staff but will have some new faces in the building as well. I will be introducing new staff members in each of our monthly newsletters throughout the year so you can learn a little more about each one of them.

This year as a district our main area of focus will be literacy. You can expect your students to be working hard on the literacy skills K-12.

I have an open-door policy at Dietrich Schools if you have any questions, concerns or ideas please stop by my office anytime.

Superintendent Stefanie Shaw



Important Dates

- August 16-19 Teachers back to work
- August 19 - All-District staff workday
- August 23 First Day of School
- August 26 First Home Volleyball Game
- August 27 First Home Football Game
- Sept. 20-25 Homecoming Week

New Staff Members

- Kindergarten - Aleta Ramberg
 - 4th Grade- Elizabeth Hollibaugh
 - Paraprofessional- Leslie Rands
 - Paraprofessional - Jesse Zimmers
- I will be highlighting new staff members in the upcoming newsletters.

Featured articles



Covid Protocols

As a school district, it is very important to us that we keep things at the school as normal as possible the entire year for our staff and students. This school year will be very similar to last year.

- We will not be requiring students or staff to wear masks. However, if staff or students are more comfortable wearing masks we welcome them to do so.
- We will continue to teach good hygiene specifically hand washing in our building and encourage you to do the same in your homes.
- We will continue the cleaning protocols in the buildings and on the buses as we did last year. Thursdays we will disinfect the entire building. Teachers will clean desks daily at least once a day at a minimum.
- We are planning for a regular athletic season for all sports if something changes we will do our best to get that information out to the community. We are looking forward to having the stands packed again this year.
- We have purchased the NFHS system for our school and will have cameras in both the elementary gym as well as the main gym. You can purchase a monthly subscription or a yearly subscription. Our other special events will be available in addition to basketball and volleyball games. Such as Veterans assembly, graduation, music programs, etc. Information for purchasing will be available once the system is installed.

Changes to the Facilities

- Our maintenance staff has been working hard this summer and has completed a lot of projects in addition to getting the building cleaned for the new school year. Some things you will notice are the new concessions outside for the football field, new concrete out the back door to the football field. Concessions will be completed by the first home football game.
- But the biggest project was the parking lot there were a lot of people who put a lot of time into this project to make it happen. Hubert Shaw started the ball rolling when he comes and talked to me about doing the parking lot this last spring. He went out and talked to many people in the community and many different people donated money in order to make this project happen. Ryan and Lyle spent a lot of time with preparation to be ready when it was time. We can not thank all those who donated from the community as well as the HWY districts and the employees who made this happen.



LEA #	LEA Name: Dietrich School District
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METRICS

LINK to LEA / District Report Card with Demographics and Previous Data (required):	https://idahoschools.org/districts/314
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Section I: Student Achievement & Growth Metrics - Current & Previous Year Performance Targets (blue shaded metrics are required)

Goal	Performance Metric	2020-21 Targets (Previously chosen by LEA)	2021-22 Targets (LEA Chosen)
All students will be college and career ready	4-year cohort graduation rate	2020 cohort	2021 cohort 95.0%
	5-year cohort graduation rate (optional metric)	2019 cohort	2020 cohort NOT REQUIRED
All students will be prepared to transition from middle school / junior high to high school	% of students who meet the college ready benchmark on the college entrance exam (optional metric)	Not required	45.0%
	% students who score proficient on the grade 8 Math ISAT		53.0%
	% students who make adequate growth on the grade 8 Math ISAT	X	
	% students who score proficient on the grade 8 ELA ISAT		64.0%
	% students who make adequate growth on the grade 8 ELA ISAT	X	
	% students who score proficient on the grade 6 Math ISAT		40.0%
All students will be prepared to transition from grade 6 to grade 7	% students who make adequate growth on the grade 6 Math ISAT	X	
	% students who score proficient on the grade 6 ELA ISAT		40.0%
	% students who make adequate growth on the grade 6 ELA ISAT	X	

Section II: Literacy Proficiency & Growth Metrics - Current & Previous Year Targets (Section II data is required)

Goal	Performance Metric	2020-21 Targets (Previously chosen by LEA)	2021-22 Targets (LEA Chosen)
All students will demonstrate the reading readiness needed to transition to the next grade	% students who score proficient on the Kindergarten Spring IRI		38.0%
	% students who score proficient on the Grade 1 Spring IRI		45.0%
	% students who score proficient on the Grade 2 Spring IRI		50.0%
	% students who score proficient on the Grade 3 Spring IRI		75.0%
	% students who score proficient on the Grade 4 ELA ISAT		80.0%
	% students who make adequate growth on the Grade 4 ELA ISAT		

Section III: How LEA Measures Progress Towards Literacy Goals and Targets (required)

Instructions: To indicate how your LEA intends to measure your progress towards your literacy goals and targets, you may choose to complete either Section III.A or Section III.B. Section III.A allows you to identify at least one LEA Chosen Performance Metric (note that it must be distinctly different than the metrics listed in Sections I and II), which may be consistent with previously chosen LEA chosen metrics. Section III.B allows you to address your plan to measure progress through a short narrative.

Section III.A: Measuring Literacy Progress - LEA Chosen Performance Metrics (at least 1)

Performance Metric	20-21 Targets (previously chosen by LEA)	20-21 Results (if available)	2021-22 Targets (LEA Chosen)
Percentage of k-3 students who move one category from fall to spring assessment			50.0%

Section III.B: Narrative on Measuring Literacy Progress

Instructions: If you are choosing to use section III.B to address the Section III requirement, please use the box below to provide a brief narrative describing how your LEA is measuring your progress towards your LEA's literacy goals and targets. Please note that your description must include measurements that are distinctly *different* than those required in Sections I and II, above.

Section IV: College and Career Advising and Mentoring Performance Metrics (Section IV data is required)

Goal	Performance Metric	20-21 Targets (previously chosen by LEA)	20-21 Results	21-22 Targets (LEA Chosen)
All students will be college and career ready	# of HS students who graduate with an associate's degree or a CTE certificate			0
	% of students with learning plans created and reviewed in 8th grade	8th grade 100.0%	8th grade 100.0%	100.0%
	% of students whose learning plans are reviewed annually by grade level	9th grade 100.0%	9th grade 100.0%	100.0%
		10th grade 100.0%	10th grade 100.0%	100.0%
		11th grade 100.0%	11th grade 100.0%	100.0%
		12th grade 100.0%	12th grade 100.0%	100.0%
	# students who Go On to a form of postsecondary education within 1 year of HS graduation	Enrolled	Enrolled	2019 cohort
	% students who Go On to a form of postsecondary education within 1 year of HS graduation	#DIV/0!	#DIV/0!	#DIV/0!
	# students who Go On to a form of postsecondary education within 2 years of HS graduation	Enrolled	Enrolled	2018 cohort
	% students who Go On to a form of postsecondary education within 2 years of HS graduation	#DIV/0!	#DIV/0!	#DIV/0!

Section V: How LEA Measures Progress Towards College & Career Advising & Mentoring Goals (required)

Instructions: To indicate how your LEA intends to measure your progress towards your college and career advising and mentoring goals and targets, you may choose to complete either Section V.A or Section V.B. Section V.A allows you to identify at least one LEA Chosen Performance Metric (note that it must be distinctly different than the metrics listed in Sections I and IV), which may be consistent with previously chosen LEA chosen metrics. Section V.B allows you to address your plan to measure progress through a short narrative.

Section V.A: College and Career Advising - LEA Chosen Performance Metrics (at least 1)

Performance Metric	V-21 targets (previously chosen by LEA)	V-21 Results (if available)	V-21 targets (LEA Chosen)
percent of seniors who apply to at least one post secondary education opportunity			100.0%
Percent of seniors who tour at least one post secondary education institution			75.0%

Section V.B: Narrative on Measuring College and Career Advising and Mentoring Progress

Instructions: If you are choosing to use section V.B to address the Section V requirement, please use the box below to provide a brief narrative describing how your LEA is measuring your progress towards your LEA's college and career advising and mentoring goals and targets. Please note that your description must include measurements that are distinctly *different* than those required in Sections I and IV, above.

Section VI: Report of Progress Narrative (required)

Instructions: In the provided box, please address the progress your LEA made towards your 2020-2021 Performance Targets (as chosen for your 2020-2021 plan(s) and included in the sections above). We recommend your reflection include a) your successes in meeting performance targets; b) your areas of challenge (including those where previously set performance targets were not met); and c) any plans you have to build on your success and/or address challenges. You may expand the size of the box, if needed.

Section VII: Notes (Optional space for contextual information about data and/or target-setting process for Sections I - V)

NOTES:

Section IX: Additional Continuous Improvement Measures (All Section IX Metrics are optional)

Goal	Performance Metric	2018-19 (Yr 1)	2019-20 (Yr 2) if available	marks (LEA Chosen 2021-2022 Performance Targets)

CAREER LADDER PLACEMENT FOR OUT OF STATE TEACHERS AND ADMINSTRATORS

WHEREAS, the recruitment of highly effective experienced teachers is essential to the academic achievement of students in the Idaho public school system; and

WHEREAS, the State of Idaho is experiencing a shortage of teachers in the various grade levels and subject areas; and

WHEREAS, out of state teachers are only placed on either the R1, P1, or AP1 allocation cell dependent upon experience; and

WHEREAS, current Idaho administrators wishing to return to the classroom will not be placed above the P1 cell; and

WHEREAS, many Idaho school districts and charter schools are absorbing the additional cost of paying out of state teachers above the state allocation;

NOW THEREFORE BE IT RESOLVED, that the Idaho School Boards Association work with the Idaho Legislature to amend Idaho Code to create a mechanism, including and not limited to, utilizing the method used for CTE and/or allowing a “grace period” to meet the performance criteria, which out of state teachers and current Idaho administrators may placed accordingly on the career ladder.

STATEMENT OF PURPOSE

This change in Idaho Code and/or administrative rule would allow Idaho school districts and charter schools to attract experienced out of state teachers and current Idaho administrators without having to absorb the additional cost and free up monies at the district/charter level.

Submitted by Kimberly School District No. 414

Submitted by Filer School District No. 413

RECOMMENDATION OF THE ISBA EXECUTIVE BOARD: