<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>100</td>
</tr>
<tr>
<td>Educational Philosophy</td>
<td>101</td>
</tr>
<tr>
<td>Educational Goals</td>
<td>103</td>
</tr>
<tr>
<td>The People and Their School District</td>
<td>104</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>105</td>
</tr>
<tr>
<td>School Board Operational Philosophy</td>
<td>107</td>
</tr>
</tbody>
</table>
An educational philosophy is a statement which in general terms, describes the aims, purposes, and objectives which the school board hopes to achieve. An educational philosophy helps create a framework which assists the school board and professional staff to make decisions on specific situations and assess programs. It also allows the members of the school system to discharge their assigned duties with positive direction.

In turn, goal statements regarding the purposes and functions of the school district can be developed from the framework of the educational philosophy.

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ADOPTED: 10-12-1998
This policy book is the official policy of the Board of Trustees of Camas County School District 121. Any policy in the book may be abolished, modified, or changed at any regular or special meeting of the Board of Trustees.

The Camas County School System believes in providing free public education for all students from kindergarten through high school graduation. The geography, climate and population of this system are unique, and in providing an education for the young people of the area, we try to take advantage of the favorable and overcome the unfavorable aspects of our situation.

In small isolated communities such as ours, there is a need for a community social center. The Camas County School system places primary emphasis on education, but also acts as the social and cultural center for the whole county which it serves.

Every student in this school system is considered extremely important, and every effort is made to help each one reach his or her highest potential. A person-to-person relationship between the teacher and student, and an orderly atmosphere in the classroom are the keys to this help for the student. A small student to teacher ratio insures adequate time for individual instruction.

The fostering of the mastery of basic skills in reading, writing, speaking, mathematics, science, and the understanding and appreciation of the history of the United States of America in the context of world history are major goals and objectives of Camas County School District 121.

We recognize especially in a small, geographically remote school system, an important part of a young person’s education comes from outside the classroom. Therefore, we will strive to provide as many constructive extracurricular privileges and opportunities as possible within the context of personnel, facilities, and financial resources available to the school district.

The board of trustees believes that this school district should provide the finest administrative, instructional, operating staff and physical facilities it can obtain with the limitations of the community’s ability and willingness to furnish financial support.

The board believes that, so far as is administratively and economically feasible, each student should be treated as an individual with his or her own particular capabilities, aptitudes, and personality. The student should be an active participant in the learning process, and not simply a passive observer of knowledge. He or she should learn where to look for and how otherwise to acquire information.
It is the function of the educational process to provide each student with opportunities for obtaining the knowledge, experience, and skills which careful individual study indicates will best prepare him or her to assume a position in the competitive adult society which will permit him or her to make his or her greatest individual positive contribution to society and to himself. For some students, this will mean thorough preparation for further formal education. For others, it will mean basic general information plus the attainment of certain vocational skills and experience.

The ultimate goal of the Camas County School system is the successful adjustment of every student into the adult world. We provide instruction in the accepted educational subjects, practice in the necessary skills, and opportunity to learn how to get along with people, with personal interest in the student’s welfare. We measure our success by each student’s success.
OUR FRAME OF REFERENCE:

It is believed that, in establishing and supporting a school system for all children of all the people, the people want the school as a public institution to provide insofar as possible:

1. A well qualified and efficient corps of teachers of such character that if a child should become like any one of the teachers, the parents and others would be proud of the child.

2. Physical plant and equipment adequate to meet the most exacting needs of every learner.

3. Experience for effective learning.

4. An educational leadership which courageously and ably leads to continuous school improvement.

OBJECTIVES OF EDUCATION:

This school district is looked upon as an ever-changing social community where young people live. Here they are provided opportunities to determine and to work toward goals that are purposeful and significant to them. They are given experience which is designed to develop talents and characteristics which are essential to a wholesome child life. Subject matter is thought of in terms of units of living and learning.

We believe that in every educational experience, the whole child must be considered: the mental, physical, ethical, emotional, social aspects of a holistic education.

In teaching we must start where the child is. We must provide challenges for the child according to his or her abilities. We should not expect all children to develop at the same rate. The school program must be adjusted to the child’s needs, interests, abilities, and rate of growth.

Objectives of Educational Excellence

In order that students may acquire an attitude which fosters doing “your best” and obtaining the basic skills necessary to be a fully functioning and contributory member of the American society, it is essential that students master:

1. Basic and advanced reading, writing, speaking, spelling skills.

2. Basic and advanced science and mathematics skills.

3. Basic and advanced skills related to participatory functioning in the society of the United States of America and evolving world wide economic and political ties.
**Objectives of Human Relationships**

In order to develop in children, attitudes and proficiencies for wholesome human relationships, it is essential:

1. To develop cooperative understandings and effort in work and play with others.
2. To provide enjoyable experience which will produce wholesome, sincere friendships.
3. To develop the realization that family relationships influence how an individual conducts himself in a group, since consideration for other is the core of good living.
4. To help cultivate and appreciate a regard for the interrelationships of individuals and groups in the home, the schools, the community, the state, the nation, and the world.

**Objectives of Self-Realization**

In order that our children may become all that their talents promise for them, it is essential:

1. To supply experiences that will create a desire to learn and a desire to search for truth.
2. To teach how to read and to write effectively, and to speak the English language clearly.
3. To assist in developing logical thinking ability in order to solve mathematical problems and problems of daily living.
4. To help cultivate an ability to observe and to listen.
5. To help them understand the basic facts of health and disease.
6. To assist them in cultivating an appreciation for beauty and an appreciation for our cultural heritage.
7. To guide them in learning how to make worthwhile use of their leisure time.
8. To guide them in acquiring an inquiring scientific attitude towards observing, inquiring, and formulating viewpoints about living beings and earth resources.
9. To foster an understanding of the interrelationship existing between a person and his or her environment.
10. To inspire them to determine worthy goals for living and to guide them toward achievement of these goals.

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**SECTION 100: EDUCATIONAL PHILOSOPHY**
Objectives of Civic Responsibility

In order that our children may learn that liberty with security demands civic responsibility, it is essential:

1. To give immediate and continuing attention to the promotion of peace.
2. To lead them to acquire attitudes of tolerance and desires for understanding.
3. To offer opportunity and help in developing qualities of good leadership.
4. To help them develop the ability to carry out responsibilities without constant direction.
5. To assist them in learning to operate in groups as a working democracy where students can be taught respect for law, for civic duties, and for honest difference of opinion.
6. To give them practice in the procedures of democracy so that as citizens they may have courage, unselfishness, and a fine sense of honor.
7. To help them comprehend and practice the basic elements of world understanding, tolerance and good will.

Objectives of Economic Efficiency

In order that young people may acquire a sense of economic accountability and productive efficiency, it is essential for the school:

To provide training for them to become intelligent consumers as well as efficient producers.

1. To help them understand the requirements and opportunities of various occupations.
2. To lead them to feel the dignity of labor in all fields.
3. To help them feel the satisfaction that comes from good workmanship.
4. To provide guidance in choosing an occupation best suited to their individual aptitudes and potentialities, and to develop skills with which they can achieve, maintain and improve efficiency.
5. To provide the opportunity to receive training for college entrance or employment in the home, agriculture, industry, science or business.
6. To help them gain an appreciation for the interdependence of workers and for what one’s work means to other people.
7. To assist them in planning the economics of their own lives.

8. To show them how to use purposeful thinking and wholesome ideals in deciding what is of value.

9. To assist them in developing a discriminating sense of values for guiding their own expenditures, in seeking information and in acquiring skill as buyers, and in taking appropriate measures to safeguard the interests of themselves and also the interests of those dependent upon them.

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ADOPTED: 10-12-98
The public schools belong to the people. The people govern the schools under rights guaranteed to them under the Constitution and statutes of our state. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish, through the Legislature and the Congress, the framework of law within which the schools operate. The people elect a school board to represent them and to determine local educational plans and policy and to establish publicly endorsed educational goals and objectives. The Camas County Board functions as an agency of the public within this framework.

The Board is mindful that the people are the ultimate governors of public education and that the Board is directly accountable to the people through the elective process. The Board also believes that accountability is a shared responsibility involving students, teachers, and other employees, the Superintendent of Schools, and the people themselves as well as the Board. The Board therefore asserts these beliefs and expectations:

Students should be trained at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student’s abilities) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Board should appoint the most capable person available to hold the position of Superintendent of Schools and should hold him/her accountable for providing creative professional leadership and counsel in all aspects of the school district programs.

The Board should also hold itself accountable for maintaining a vigorous interest and concern for, the schools and for providing the resources necessary for the Board and staff to accomplish the publicly endorsed goals and objectives of the School District.

ADOPTED: 10-12-98
The Board believes that there should be a strong partnership between the community and the school and that this partnership is strengthened in the following ways.

1. The recognition that parents of children attending schools have the following rights and responsibilities.

   A. To provide for the health and welfare of their children.
   B. To ensure their children’s regular attendance required by law.
   C. To be informed voters in school board elections.
   D. To be informed of school board action and activities.
   E. To attend Board meetings.
   F. To participate in established procedures for community involvement in policy development.
   G. To serve on advisory committees to the Board.
   H. To be given adequate communication channels to the Board for grievances.
   I. To participate in parent organizations.
   J. To volunteer their services to help in the classroom or other areas.
   K. To support the schools both financially and ethically.
   L. To visit the school.
   M. To be informed of their children’s progress.
   N. To confer with teachers about their children’s educational progress and education plan.
   O. To have prior knowledge of any change in their children’s placement or participation. To have the right of a hearing if they disagree with any placement.
   P. To request removal of their children from any part of school which conflicts with religious belief.
   Q. To review and correct their children’s educational records.
   R. To be notified of any disciplinary actions pending against their children and to be present at any hearing proceeding.

2. The recognition that the public has many resources from which we may draw for the benefit of the schools. Therefore, the Board should enlist citizens, both as individuals and as groups, to assist and counsel them in the following areas:

   A. Development of Board policy statements.
   B. Development of administrative regulation to implement policies.
   C. Identification of District objectives.
   D. Assessment and evaluation of the educational program.
   E. Solving specific problems or complementing existing efforts.
   F. Serving as advisory people to curriculum development.
The School Board accepts its legal responsibility to be the sole and final adopter of recommendations concerning the supervision and control of the school program.

ADOPTED: 10-12-98
Our school philosophy concentrates upon the development of high quality educational programs with an emphasis on accountability and shared decision making with the administration, teachers, and other school staff, students, and the community.

The Board’s practice in implementing this philosophy is that all decisions or recommendations must be within the following constraints:

1. All applicable laws or legal regulations.
2. The policies of this Board.
3. The budget of the District.
4. Accepted ethical practices and principles
   a. Information will not be used from anonymous sources
   b. The principle of due process will be adhered to
   c. All topics are subject to appeal
   d. All meetings will be open unless they involve personnel, negotiation or legal matters as required by law.

ADOPTED: 10-12-98
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>200</td>
</tr>
<tr>
<td>School District Name</td>
<td>201</td>
</tr>
<tr>
<td>Composition of the Board</td>
<td>203</td>
</tr>
<tr>
<td>Policy Adoption</td>
<td>206</td>
</tr>
<tr>
<td>Board Authority</td>
<td>209</td>
</tr>
<tr>
<td>Functions of the Board</td>
<td>212</td>
</tr>
<tr>
<td>Duties of the Board</td>
<td>215</td>
</tr>
<tr>
<td>Duties of Board Officers</td>
<td>218</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>221</td>
</tr>
<tr>
<td>Board Member Conflict of Interest</td>
<td>224</td>
</tr>
<tr>
<td>Discrimination Prohibited</td>
<td>227</td>
</tr>
<tr>
<td>Advisory Committees</td>
<td>230</td>
</tr>
<tr>
<td>Complaint Resolution</td>
<td>233</td>
</tr>
<tr>
<td>School District Trustee Zones</td>
<td>236</td>
</tr>
<tr>
<td>Trustee Qualifications</td>
<td>239</td>
</tr>
<tr>
<td>Trustee Nomination and Election</td>
<td>242</td>
</tr>
<tr>
<td>Trustee Vacancy</td>
<td>245</td>
</tr>
<tr>
<td>Compensation for Expenses</td>
<td>248</td>
</tr>
<tr>
<td>Agenda Preparation/Audience Participation</td>
<td>251</td>
</tr>
<tr>
<td>Board Meetings</td>
<td>254</td>
</tr>
<tr>
<td>Annual Meeting of the Board</td>
<td>257</td>
</tr>
<tr>
<td>Regular Meetings of the Board</td>
<td>260</td>
</tr>
<tr>
<td>Special Meetings of the Board</td>
<td>263</td>
</tr>
<tr>
<td>Executive Sessions</td>
<td>266</td>
</tr>
<tr>
<td>Minutes of Meetings</td>
<td>269</td>
</tr>
<tr>
<td>Quorum at Board Meetings</td>
<td>272</td>
</tr>
<tr>
<td>Access to Public Records</td>
<td>275</td>
</tr>
<tr>
<td>Reasonable Accommodations for Persons with Disabilities</td>
<td>278</td>
</tr>
</tbody>
</table>
Civil Rights Grievance Procedure ........................................ 281
Section 504 of the Rehabilitation Act Hearing Procedure ..................... 283
Membership in State and National Associations ......................... 285
Candidate Orientation ........................................................................ 286
Consultants ......................................................................................... 287
Authorization of Signatures .................................................................... 288
Absences of Board Members ................................................................. 290
It is the policy of the board of trustees to organize and maintain the distinction between those activities which are appropriate to the board of trustees as the legislative governing body of the school district and those administrative activities which are to be performed by the superintendent of schools and his or her staff in the exercise of administrative authority. The functions of the board can be described as policy-making, appraisal, and evaluation.

The board of trustees shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

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LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The legal name of the school district shall be School District No.121, Camas County, State of Idaho. The administrative offices of the school district are located at 313 Camas Street, Fairfield, Idaho 833327.

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LEGAL REFERENCE:
Idaho Code Section 33-305

ADOPTED: 10-12-98
The school district shall be governed by a five (5) member board. The members are elected for three (3) year terms. Each member must be a qualified voter in the school district and a resident of the zone he/she represents.

LEGAL REFERENCE:
Idaho Code Section 33-501

ADOPTED: 10-12-98
The board is authorized by law to adopt policy for its governance. In matters involving policy, the board shall look to the superintendent and his or her administration for advice and guidance regarding how the policies being discussed would affect the schools in the district.

The adopting of new policies and the revision and amending of existing policies is the duty and responsibility of the board of trustees. All adopted policies shall conform to local, state, and federal laws and regulations.

Proposals for new policies or changes to existing policies may be initiated in writing by any board member or any administrative employee of the board. Such proposals shall be referred to the superintendent for review prior to board action on the proposal.

Policies and policy revisions shall be reviewed by the board, but shall not be adopted until a subsequent meeting. However, temporary approval may be granted by the board to meet emergency conditions or special events which may occur before formal action can be taken by the board. The board, at its discretion, may receive public input prior to adopting policy.

The superintendent and his or her staff shall draft the policy for the board, and shall make changes as designated by the board, prior to final adoption.

Policies adopted or amended shall be made a part of the minutes of the meeting in which the action occurred and shall also be included in the district's policy manual.

The board shall be informed by the superintendent or his or her designee when policies are determined to be needed.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Individual members of the board have no power separate from the board as a whole. Members of the board have authority only when acting as a board legally in session.

The board shall not be bound by any action or statement on the part of an individual board member except when such statement or action is in pursuance to specific instructions from the board.

No board member, by virtue of his/her office, shall exercise any administrative responsibilities with respect to the schools or, as an individual, command the services of any school employee.

This board has the powers and duties attributed to it by the Constitution and laws of the State of Idaho.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The board as a whole, has the power to adopt policies. Policies established by the board will be carried out by the superintendent of schools, or others as may be determined by the board. Motions before the board must be decided by a majority vote. A quorum must be present for the board to act in its capacity.

The board shall establish the educational policies for the district and shall determine the personnel policies of the school system. The board will employ professional school administrators to manage the school system, and employ necessary personnel.

The board shall have the responsibility of dispersing and accounting for funds to support the school system, including the physical plant and necessary equipment. The board shall be responsible for having the books audited annually.

LEGAL REFERENCE:
Idaho Code Sections
33-506
33-513
33-701
33-801

ADOPTED: 10-12-98
Each member of the board shall attend all meetings, both regular and special. The powers and duties of the board include, but are not limited to the following:

1. Make by-laws, rules, and regulations for its government, and that of the district, consistent with the laws of the State of Idaho and the rules of the State Board of Education.

2. Call special meetings or elections for such purpose as may be necessary for the proper conduct and management of the schools within the district.

3. Employ attorneys when deemed in the best interest of the district, or for the purpose of defending the district against any suit or for bringing action deemed necessary to be commenced by the board. Where it is not feasible for the board to meet and appoint an attorney to advise on a matter, the superintendent shall be authorized to contact an attorney of his or her choice for legal advice.

4. Maintain at least one (1) elementary school and one (1) secondary school.

5. Employ necessary help and labor to maintain and operate the schools of the district.

6. Discontinue any school within the district whenever such discontinuance is found to be in the best interest of the district and of the students.

7. Set the days of the year and the hours of day when schools shall be in session. The amount of hours shall conform with state law and regulation.

8. Adopt and carry on, and provide for the financing of, a total educational program for this district.

9. Provide, or require students to be provided with, suitable textbooks and supplies.

10. Protect the morals and health of the students.

11. Exclude from school children not of school age.

12. Prescribe rules for the disciplining of unruly and insubordinate students.

13. Exclude from school students with contagious or infectious diseases, or who are diagnosed or are suspected of having a contagious or infectious disease, or those who are not immune and have been exposed to a contagious disease; and close school on order of the State Board of Health or local health authorities.
14. Equip and maintain a suitable library in the schools and to exclude from the libraries all books, tracts, papers, and catechisms related to specific religious organizations.

15. Determine school holidays.

16. Erect and maintain at each school a suitable flagstaff or flagpole and display a flag of the United States of America on all days when school is in session, except during inclement weather.

17. On each Veteran’s Day that school is in session, or the prior day when school is in session, the school district will conduct and observe an appropriate program remembering and honoring American veterans.

18. Prohibit entrance to each schoolhouse or school grounds; prohibit loitering in schoolhouses or on school grounds; and provide the removal from such schoolhouses or school grounds of any individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students.

19. Supervise and regulate those extracurricular activities which are outside the regular academic courses or curriculum of the public schools.

20. Govern the district in compliance with state laws and rules of the State Board of Education.

21. Submit to the superintendent of public instruction by July 1 of each year, documentation which meets the reporting requirements of the Federal Gun Free Schools Act of 1994, as contained within the Federal Improving America’s Schools Act of 1994.

LEGAL REFERENCE:
Idaho Code Sections
33-506
33-511
33-512

ADOPTED: 10-12-98
Each board shall organize itself at its annual meeting in July and elect a chairman, a vice-
chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or,
at the discretion of the board, either or both may be selected among competent and responsible
persons outside the membership of the board. The board, at its discretion, may allow
compensation for the clerk and for the treasurer if other than the county treasurer.

**Duties of Board Chairman:**

The chairman of the board shall serve as president of the board and is authorized to vote on all
issues before the board. The chairman’s duties and rights shall include:

1. Presiding at all meetings of the board and enforcing the usual parliamentary rules;
2. Offering resolutions and discussing questions;
3. Calling special meetings of the board whenever there is sufficient business to conduct, or
   upon written request of other members of the board;
4. Advising the Superintendent on the preparation of the agenda for meetings;
5. Exercising such other powers as may be delegated to him/her by the board;
6. Appointing an assistant clerk in the absence of the clerk;
7. Affixing his/her signature to such documents as the annual financial statement, master
   agreements, board transcript, and all other instruments as deemed necessary by the board
   for accurate and official board records.
8. Advising the Superintendent so that all regular and special meetings of the board comply
   with the Idaho Open Meeting Law.

**Duties of Board Vice-Chairman:**

In the absence of the chairman, the vice-chairman shall perform the duties and obligations of the
chairman.

**Duties of the Treasurer:**

The treasurer shall be placed under fidelity bond issued under a surety company authorized to do
business with the State of Idaho, in such amount as the board may from time to time

Section 200 Index
determine, or under personal bond equal to twice such determined amount, with at least two
sureties who each shall qualify as in the case of sureties on the bonds of county officials.

The treasurer shall account for the deposit of all monies of the district in accordance with the
provisions of the public depository laws, Chapter 1, Title 57, Idaho Code.

The treasurer elected by the board shall have such duties as the board may prescribe. Such duties
include:

1. Keeping a full and accurate record of the financial transactions of the School district; and

2. Depositing the monies of the School District in accordance with the provisions of the
   Public Depository Law revised statutes.

Duties of an Assistant Treasurer:

The board may elect one or more assistant treasurers who shall have such duties as the board
may prescribe. Assistant treasurers shall be subject to the control, supervision, and direction of
the treasurer of the district. An assistant treasurer may perform the statutory duties prescribed by
law for the treasurer to the extent authorized by the board.

Duties of the Clerk:

The clerk of the board shall attend all meetings of the board, shall keep the records of the
proceedings, and shall enter into the record all matters required by law, or by the board. The
record shall be open for inspection at all reasonable times.

When the clerk is unable to attend a meeting of the board, the board shall appoint another person
who will act as a temporary clerk and who will keep a record of the proceedings. That person
will certify the record to the clerk, who will then enter the record.

When it is deemed prudent by the board, the clerk may be placed under a fidelity bond, in the
manner specified in Section 33-509, Idaho Code, in an amount determined by the board.

Additional duties of the clerk prescribed by the board shall include:

1. Keeping a full and accurate record of the proceedings of the board. Such minutes shall be
   available to the public.

2. Being responsible to the board for all matters pertaining to the care of the board’s records
   and documents;
3. Notifying all board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting law;

LEGAL REFERENCE:
Idaho Code Sections
9-340, et seq.
33-508
33-509
33-509A

ADOPTED: 10-12-98
As a member of the board of trustees, I shall strive to improve public education and to that end I shall:

Attend regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussions at publicly held board meetings;

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

Encourage the free expression of opinions by all board members and seek systematic communications between the board and students, staff, and elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

Communicate to other board members and the superintendent expressions of public reactions to board policies and school programs;

Inform myself about current educational issues by individual study and thorough participation in programs providing needed information, such as those sponsored by my state and national school boards association;

Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;

Take no private action that will compromise the board or administration and respect the confidentiality of information that is privileged under applicable law;

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

(Source: National School Boards Association)

ADOPTED: 10-12-98
It shall be unlawful for any board member to have pecuniary interest directly or indirectly in any contract or other transaction pertaining to the maintenance or conduct of the school district, or to accept any reward or compensation for services rendered as a board member except as otherwise provided by law. The board may accept and award contracts involving the school district to businesses in which a trustee or his/her relative has a direct or indirect interest provided the following procedures are followed:

1. The contract is competitively bid and the board member or his/her relative submits the low bid;

2. Neither the board member nor his/her relative takes part in the preparation of the contract or bid specifications, and the board member takes no part in voting on or approving the contract or bid specification;

3. The board member makes full disclosure, in writing, to all members of the board of his/ her interest or the interest of his/her relative and sets forth his/her intention, or the intention of his/her relative, to bid on the contract; and

4. Neither the board member nor his/her relative has violated any provisions of Idaho law pertaining to competitive bidding or improper solicitation of business.

“Relative” is defined as a person related to the board member by blood or marriage within the second degree.

The receiving, soliciting or acceptance of monies of a school district to deposit in any bank or trust company, or the lending of money by any bank or trust company to any school district, shall not be deemed to be a contract pertaining to the maintenance or conduct of a school district. The payment by any school district board of compensation to any bank or trust company for services rendered in the transaction of any banking business with such board, shall also not be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company.

It shall be unlawful for the board of any school district to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, or will require, the payment or delivery of any school district funds, money or property to such spouse, except as provided above.

Section 200 Index
When any relative of any board member or relative of the spouse of a board member related by affinity or consanguinity within the second degree is considered for employment in a school district, such board member shall abstain from voting in the election of such relative, and shall be absent from the meeting while such employment is being considered and determined.

LEGAL REFERENCE:
Idaho Code Sections
18-1361
18-1361A
33-506

ADOPTED: 10-12-98
It is the policy of this board not to discriminate on the basis of race, color, creed, national origin, religion, age, disability or sex in its educational programs or employment practices.

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**LEGAL REFERENCE:**

- Title VII of the Civil Rights Act of 1965,
  - 42 U.S.C. Section 2000e, *et seq.*;
- Title VI of the Civil Rights Act of 1964,
- Section 1981 of the Civil Rights Act of 1866,
  - 42 U.S.C. Section 1981;
- Section 1983 of the Civil Rights Act of 1871,
  - 42 U.S.C. Section 1983;
- The Equal Pay Act 1963,
  - 29 U.S.C. Section 206d;
- Title VIV of the Education Amendments of 1972,
  - 20 U.S.C. Section 1681;
- Age Discrimination and Employment Act of 1967,
  - 29 U.S.C. Section 621, *et seq.*;
- Americans with Disabilities Act of 1990,
  - 42 U.S.C. Section 12101, *et seq.*;
- Section 504 of the Vocational Rehabilitation Act 1973,
  - 29 U.S.C. Section 794;
- Idaho Commission on Human Rights,

**ADOPTED: 10-12-98**

[Section 200 Index]
The board of trustees reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee. The board encourages patron participation and input. Advisory committees may be appointed by the board when appropriate and shall function in those areas assigned to it by the board. A staff member or members will be assigned to each committee to help it carry out its functions. Only the board has the authority to dissolve advisory committees it has created.

If board members serve on an advisory committee, no more than two members may serve thus avoiding a quorum.

All advisory meetings will be scheduled through the clerk of the district. The meetings will be public and notice of the meeting will be posted by the clerk at least forty-eight hours prior to the meeting.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Board members may listen to the problems brought to their attention by a patron of the district, and should encourage patrons and employees to review particular problems with the building principal or superintendent. A board member may bring any matter for review to the attention of any member of the administration and/or to the attention of the board sitting as a whole.

LEGAL REFERENCE:
Idaho Code Sections
  33-506
  33-511
  33-512
BEGINNING at the intersection of the South District Boundary and Monument Gulch Road, thence
North along said Monument Gulch Road to Stokes Road, thence
East, then North, then East along said Stokes Road to Wolf Lane (900 West Road), thence
North along said Wolf Lane to US Hwy 20, thence
East along said US Hwy 20 to 100 West Road, thence
North along said 100 West Road to 100 North Road (Work Road), thence
East along said 100 North Road to the North ¼ corner of Section 9, Township 1 South, Range 14
East, Boise Meridian, thence following the city limits of Fairfield
South approximately 770 feet, thence
East approximately ¼ mile, thence
South approximately 540 feet, thence
East approximately 360 feet, thence
South approximately 710 feet, thence
East approximately 940 feet to Soldier Road, thence
South along said Soldier Road to Manard Avenue, thence leaving said city limits of Fairfield
West along said Manard Avenue to 1st Street West, thence
South along said 1st Street West to Sage Avenue, thence
West along said Sage Avenue to 2nd Street West, thence
South along said 2nd Street West to said US Hwy 20, thence
East along said US Hwy 20 to Mormon Reservoir Road, thence
South along said Mormon Reservoir Road to 100 South Road (Wylder Road), thence
West along said 100 South Road to 200 West Road (Neeley Road), thence
South along said 200 West Road to said Manard Road, thence
Easterly along said Manard Road to Fir Grove Road, thence
South, then West, then Southerly along said Fir Grove Road to the said South District Boundary, thence
West along said South District Boundary to said Monument Gulch Road and the POINT OF BEGINNING.

TRUSTEE ZONE NO. 2

All of the portion of the Camas School District West of the following described line:
BEGINNING at the intersection of the South District Boundary and Monument Gulch Road, thence
North along said Monument Gulch Road to Stokes Road, thence
East, then North, then East along said Stokes Road to Wolf Lane (900 West Road), thence
North along said Wolf Lane to US Hwy 20, thence
East along said US Hwy 20 to 100 West Road, thence
North along said 100 West Road to 100 North Road (Work Road), thence
East along said 100 North Road to the North ¼ corner of Section 9, Township 1 South, Range 14
East, Boise Meridian, thence following the city limits of Fairfield
South approximately 770 feet, thence
East approximately ¼ mile, thence
South approximately 540 feet, thence
East approximately 360 feet, thence
South approximately 710 feet, thence
East approximately 940 feet to Soldier Road, thence leaving said city limits of Fairfield
North along said Soldier Road to 200 North Road (Baseline Road), thence
East along said 200 North Road to National Forest Development Road 094 (Soldier Creek
Road), thence
Northerly along said National Forest Development Road 094 to National Forest Development
Road 227, thence
Northwesterly along said National Forest Development Road 227 to Big Smoky Creek, thence
Westerly along said Big Smoky Creek to the South Fork of the Boise River, thence
Northerly along said South Fork of the Boise River to Emma Creek, thence
Northeasterly along said Emma Creek to the North District Boundary and the POINT OF
ENDING.

TRUSTEE ZONE NO. 3
All of the portion of the Camas School District South and East of the following described line:
BEGINNING at the intersection of US Hwy 20 and the East District Boundary, thence
West along said US Hwy 20 to 2nd Street East, thence
North along said 2nd Street East to Spruce Avenue, thence
West along said Spruce Avenue to 2nd Street West, thence
South along said 2nd Street West to said US Hwy 20, thence
East along said US Hwy 20 to Mormon Reservoir Road, thence
South along said Mormon Reservoir Road to 100 South Road (Wylder Road), thence
West along said 100 South Road to 200 West Road (Neeley Road), thence
South along said 200 West Road to said Manard Road, thence
Easterly along said Manard Road to Fir Grove Road, thence
South, then West, then Southerly along said Fir Grove Road to the said South District Boundary
and the POINT OF BEGINNING.

TRUSTEE ZONE NO. 4
BEGINNING at the intersection of Manard Avenue and Soldier Road, thence
West along said Manard Avenue to 1st Street West, thence
South along said 1st Street West to Sage Avenue, thence
West along said Sage Avenue to 2nd Street West, thence
South along said 2nd Street West to Spruce Avenue, thence
East along said Spruce Avenue to 2nd Street East, thence
South along said 2nd Street East to US Hwy 20, thence
East along said US Hwy 20 to the North-South centerline of the Southwest ¼ of Section 10,
Township 1 South, Range 14 East, Boise Meridian, being on the East city limits of Fairfield,
thence
North along said North-South centerline and said East city limits approximately ½ mile to the
East-West centerline of said Section 10, thence
West along said East-West centerline and said East city limits to Sage Avenue, thence continuing
West along said Sage Avenue to said Soldier Road, thence
North along said Soldier Road to said Manard Avenue and the POINT OF BEGINNING.

School District Trustee Zones—continued

TRUSTEE ZONE NO. 5
All of the portion of the Camas School District North and East of the following described line:
BEGINNING at the intersection of US Hwy 20 and the East District Boundary, thence
West along said US Hwy 20 to the North-South centerline of the Southwest ¼ of Section 10,
Township 1 South, Range 14 East, Boise Meridian, being on the East city limits of Fairfield, thence
North along said North-South centerline and said East city limits approximately ½ mile to the East-West centerline of said Section 10, thence
West along said East-West centerline and said East city limits to Sage Avenue, thence continuing West along said Sage Avenue to said Soldier Road, thence
North along said Soldier Road to 200 North Road (Baseline Road), thence
East along said 200 North Road to National Forest Development Road 094 (Soldier Creek Road), thence
Northerly along said National Forest Development Road 094 to National Forest Development Road 227, thence
Northwesterly along said National Forest Development Road 227 to Big Smoky Creek, thence
Westerly along said Big Smoky Creek to the South Fork of the Boise River, thence
Northerly along said South Fork of the Boise River to Emma Creek, thence
Northeasterly along said Emma Creek to the North District Boundary and the POINT OF ENDING.

ADOPTED: 4-9-2012

Section 200 Index
At the time of the nomination and election, or appointment, each trustee shall be a school district elector of his or her district and a resident of the trustee zone from which he or she is nominated and elected, or appointed.

Each trustee shall qualify for and assume office at the annual meeting of the school district next following the election, or, if appointed, at the regular meeting of the board next following such appointment.

An oath of office shall be administered to each trustee, whether elected, re-elected or appointed. The oath may be administered by the clerk, or by a trustee of the district, and the records of the district shall show such oath of office to have been taken, and by whom administered, and shall be filed with the official records of the district.

LEGAL REFERENCE:
Idaho Code Section 33-501

ADOPTED: 10-12-98
Elections conducted on behalf of the District are non-partisan elections governed by the election laws of the State of Idaho and include the election of Board members, various public policy propositions, and advisory questions.

Board elections shall be held on the third (3rd) Tuesday in May in odd-numbered years. Any person legally qualified to hold the position of school trustee may file a declaration of candidacy for the office. The declaration must include the name of the candidate, the term for which declaration of candidacy is made, and include the signatures of not less than five (5) school district electors residing in the trustee zone of which the candidate seeks election. Such declaration must be filed with the clerk of the school district not later than 5:00 p.m. on the ninth Friday preceding the day of the election for the subject trustee position. Any person seeking to become a write-in candidate must file a declaration of intent with the county clerk not later than forty-five (45) days before the election date.

If, after expiration of the date for filing written nominations, it appears that only one (1) qualified candidate has been nominated for a position or if only one (1) candidate has filed a write-in declaration of intent, no election shall be held for that position, and the Board or the Clerk with the written permission of the Board, shall declare such candidate elected as a trustee. The Clerk shall immediately prepare and deliver to the person a certificate of election signed by him bearing the seal of the District. All other scheduled trustee elections will move forward under the regular procedures.

In each trustee zone, the person receiving the greatest number of votes cast within his zone shall be declared by the Board of Trustees as the trustee elected from that zone.

If any two (2) or more persons have an equal number of votes in any trustee zone and a greater number than any other nominee in that zone, the Board of Trustees shall determine the winner by a toss of a coin.

Legal Reference: § I.C. 33-401 Legislative Intent  
§ I.C. 33-501 Board of Trustees  
§ I.C. 33-502 Declaration of candidacy for trustees  
§ I.C. 33-502B Board of Trustees – One nomination – No election.  
§ I.C. 33-503 Election of Trustees – Uniform Date  
§ I.C. 34-1404 Declaration of Candidacy  
§ I.C. 34-1407 Write-in Candidates

Policy History:  
Adopted on:  March 12, 2012
A vacancy shall be declared by the board when any nominee has been elected but failed to qualify for office, or within thirty (30) days of when any trustee shall:

1. Die;

2. Resign as trustee;

3. Remove him/herself from his or her trustee zone of residence;

4. No longer be a resident or school district elector of the district;

5. Refuse to serve as a trustee;

6. Without excuse acceptable to the board, fail to attend four consecutive regular meetings of the board; or

7. Be recalled and be discharged from office as provided in Section 33-439, Idaho Code.

The declaration of vacancy shall be made at any regular or special meeting of the board, at which any of the above-mentioned conditions are determined to exist.

The board shall appoint to the vacancy a person qualified to serve as a trustee of the school district provided there remains in membership on the board a majority of the membership thereof, and the board shall notify the State Superintendent of Public Instruction of the appointment. The appointment must be made within ninety (90) days of the declaration of vacancy. Otherwise, appointments shall be made by the board of county commissioners.

Any person appointed as herein provided shall serve for the balance of the unexpired term of the office which was declared vacant and filled by appointment

LEGAL REFERENCE:
Idaho Code Sections 33-439 and 33-504

ADOPTED: 10-12-98
Revised: 3-12-2012

Section 200 Index
Members of the board, not otherwise compensated from public monies, shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board. Such compensation shall be paid from district funds. Trustees may waive payment.

Expenses of any board member incurred while traveling on the business of the board, or attending a meeting called by the State Board of Education or the State Superintendent of Public Instruction, or attending any annual or special meeting of the State School Trustees Association, shall be paid from the general fund of the district.

Whenever any member of the board resides at such distance from the meeting place of the board as to required, in the judgment of the board, such member to incur extraordinary expense in travel from his or her home to and from said meeting place, the board may approve payment to such member of the extraordinary expense incurred in attending any meeting of the board.

LEGAL REFERENCE:
Idaho Code Sections
  33-506
  33-701

ADOPTED: 10-12-98
The agenda of the Board shall be prepared by the superintendent in consultation with the members of the Board as needed. The agenda and supportive information shall be provided to each board member prior to each scheduled board meeting.

The order of business shall be determined by the superintendent with input from the board. The board may alter the order of business at any time.

Patrons wishing to present matters to the board shall contact the superintendent's office at least five (5) working days prior to the scheduled board meeting to allow sufficient time for the matter to be placed on the agenda.

Board action regarding items not on the agenda will not take place unless an issue clearly is an emergency issue.

The Board recognizes the value of public comment on educational issues and the importance of involving patrons in its meetings. The Chair shall control such comment to insure an orderly progression of the meeting and allow for public comment.

Individuals wishing to be heard by the Board shall first be recognized by the Chair. After identifying themselves, they will proceed to make comments as briefly as the subject permits. The Board has the right to, in advance, set a time limit on any public comment. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. The chair may interrupt or terminate an individual’s statement when appropriate including when statements are out of order, too lengthy, personally directed, abusive, obscene or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. The board may decline to hear any matter at its discretion.

The proceedings of the board may follow *Roberts Rules of Order* when appropriate.

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**LEGAL REFERENCE:**
Idaho Code Section 33-506

**ADOPTED:** 1/12/2009
All meetings of the board are open to the public and all persons are permitted to attend any regular or special meeting of the board. No decision at a regular or special meeting of the board shall be made by secret ballot.

The board may exclude the public from any meetings it may hold in executive session. All final actions and final decisions by the board shall be made at a regular or special meeting, and no final decisions shall be made in executive session, except that a decision to place a certificated employee on probationary status may be made in executive session and the employee shall not be named in the minutes of the meeting.

LEGAL REFERENCE:
Idaho Code Sections
  33-514
  33-515
  67-2341, et seq.

ADOPTED: 10-12-98
The annual meeting of the board shall be held at its regular July meeting each year. The board, at its annual meeting, will establish the regular monthly school board meetings date, time, and location for the year.

At the annual meeting, the board shall organize itself and elect a chairman, a vice-chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or, at the discretion of the board, either or both may be selected from among competent and responsible persons outside the membership of the board.

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LEGAL REFERENCE:
Idaho Code Sections
33-506
33-510

ADOPTED: 10-12-98

Section 200 Index
At its annual meeting in July, the board shall set its monthly meetings at regular intervals.

The clerk of the board shall prepare an agenda notice forty eight (48) hours in advance of each regular meeting. Additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort was made by the board to include in the notice all agenda items known at the time to be probable items of discussion.

The notice requirements for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place in the administrative office of the school district.

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LEGAL REFERENCE:
Idaho Code Sections
33-510
67-2343

ADOPTED: 10-12-98
Special meetings may be called by the chairman or by any two members of the board. No special meetings shall be held without at least a twenty four (24) hour meeting and agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of the Open Meeting Law would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

The notice for a special meeting shall include the:

1. Meeting date;
2. Time;
3. Place; and
4. Name of the school district calling for the meeting.

A special meeting may be called by the chairman or by any two (2) members of the board. If the time and place of a special meeting has not been determined at a meeting of the board with all members present, then the notice of the time and place shall be given to each member and announced by a written notice in at least two or more public buildings within the school district not less than twenty four (24) hours before the special meeting is to be convened.

If the time and place of a special meeting was determined at a meeting of the board with all members present, the notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the administrative office of the school district.

The clerk shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advanced notification to them of the time and place of each special meeting.

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LEGAL REFERENCE:
Idaho Code Sections
  33-510
  67-2343

ADOPTED: 10-12-98
An executive session may be held upon a two-thirds (2/3) vote recorded in the minutes of the
calendar meeting by individual vote. The chairman shall identify the authority under the Open Meeting
Law for the holding of the executive session.

Notice of an executive session shall be set forth in the agenda notice of a regular or special
meeting. If an executive session only will be held by the board, a twenty-four (24) hour meeting
and agenda notice shall be given and shall state the reason and specific provision of law
authorizing the executive session.

An executive session may be held:

1. To consider hiring a public officer, employee, staff member, or individual agent. This
   section does not apply to filling a vacancy in an elective office;

2. To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges
   brought against a public officer, employee, staff member or individual agent, or public
   school student;

3. To conduct deliberations concerning labor negotiations or to acquire an interest in real
   property which is not owned by the school district;

4. To consider records that are exempt from disclosure as provided by the Public Records
   Law, Chapter 3, Title IX, Idaho Code;

5. To consider and advise its legal representatives of impending litigation or where there is a
   general public awareness of probable litigation.

Labor negotiations with the local education organization representing professional employees
may be conducted in executive session if either side requests closed meetings. Subsequent
sessions of the negotiations may continue without further public notice. Adequate records or
minutes of the negotiation procedures shall be kept, and shall be available for public inspection
at the offices of the board during normal business hours. Joint ratification of all final offers of
settlement shall be made in an open meeting.
No final action or final decision may be made in an executive session except that a decision to place a certificated employee on probationary status may be made in executive session and the employee shall not be named in the minutes of the meeting.

LEGAL REFERENCE:
Idaho Code Sections
33-514
33-515
67-2340 et seq.

ADOPTED: 10-12-98
A complete and accurate set of minutes shall be kept of each board meeting. All minutes shall be available to the public within a reasonable amount of time after the meeting and shall include at least the following information:

1. All members of the board present;
2. All motions, resolutions, orders or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions shall contain sufficient detail to convey the general tenor of the meetings.

If the designated clerk is not available to attend a meeting of the board, the board shall appoint a person to act as the temporary clerk. That person shall keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

Following a meeting of the board, the clerk shall prepare the typed copy of the minutes from the record of the meeting. A copy of the minutes shall be given to each board member prior to the next regular meeting. At the next regular meeting of the board, the minutes shall be approved and signed by the clerk and the chairman of the board. The official transcript shall become part of the official ledger of minutes maintained in the office of the superintendent of schools.

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The quorum for the transaction of business by the board shall consist of a majority of the members of the board. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast. The chairman of the board may vote in all cases.

LEGAL REFERENCE:
Idaho Code Section 33-510

ADOPTED: 10-12-98
The public has the right to access this district’s public records. The following sets forth the procedure for accessing public records.

**DEFINITIONS:**

**Public Records**

These include, but are not limited to, any writing containing information relating to the conduct or administration of the district's business, prepared, owned, used or retained by the district.

**Writing**

The information maintained in many forms, including, for example, pictures, maps, tapes, magnets or punched cards and computer discs.

**Inspect**

This includes the right to listen, view, and make notes of public records, so long as the public record is not altered or damaged.

**Copies**

This includes transcribing by hand writing, photocopying, duplicating machine, and reproducing by any other means, so long as the public record is not altered or damaged.

**Custodian**

The district employee having physical custody and control of the public records, including those who respond to requests for information on a routine basis. "Custodian" also includes the person, whether elected or appointed, who is legally responsible for administrating the district, or that person's designee.

**Designated Custodians**

Those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so.
The following persons are the designated custodians for this district:

1. Superintendent
2. Treasurer
3. Clerk

The above-named custodians may delegate responsibility for routine information requests.

**EXEMPT MATERIALS FROM PUBLIC REVIEW**

The Idaho Legislature has set forth particular records which are exempt from disclosure to the public. All employees should be aware of the following exemptions that apply to this school district. The following list sets forth some of the designated exempt records:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation. This includes, but is not limited to, student records under the Family Educational Rights and Privacy Act.

2. Records relating to the appraisal of real property, timber or mineral rights, prior to its acquisition, sale or lease by the district.

3. Any estimate prepared by the district that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project.

4. The records of a library which, when examined alone, or when examined with other public records, would reveal the identity of the library patron checking out, requesting or using an item from the library.

5. Computer programs developed and purchased by or for the district for its own use. However, computer program does not include:

   a. The original data including, but not limited to, numbers, texts, voice, graphics, and images;

   b. Analysis, compilation, and other manipulative forms of the original data produced by use of the program;

   c. The mathematical or statistical formulas that will be used if the manipulative forms of the original data were to be produced manually.
d. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption.

e. Facts contained in any records of a juvenile maintained under the Juvenile Correction System shall be furnished upon request to any district where the juvenile is enrolled or is seeking enrollment.

f. All personal records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing district.

g. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, shall not be disclosed to the public without the employees or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment.

RECORDS CONTAINING A COMBINATION OF BOTH EXEMPT AND NON-EXEMPT MATERIALS

When exempt and non-exempt materials are combined, the district is responsible for separating the exempt from the non-exempt information and supplying the non-exempt record. The Public Records Law prohibits denying access based on the fact that the record contains both types of materials.

Even if an exemption applies to a record, the law allows disclosure of statistical information that does not identify any particular person.

PROCEDURES FOR REQUESTING PUBLIC RECORDS

Although the Public Records Law allows this district to require written requests for information, it is this district's policy to waive the formal requirement in those cases where the information requested is readily available and routinely provided by this district.

Under some circumstances, however, this district may ask the individual or organization seeking the information to put the request in writing. Those circumstances include instances in which there is uncertainty over what the individual wants, when there is uncertainty over whether the information requested is protected or privileged, or when compiling or copying the information requested is anticipated to be unduly time-consuming or difficult.

Section 200 Index
The law prohibits asking why the information is needed. It is permissible to explain what records are available and to help identify the material that is desired. It is also permissible to allow the person to examine non-exempt files in order to select the specific records needed.

Staff must maintain vigilance to see that records are not altered or destroyed, but the law prohibits examination of any copy, photograph or notes in the person's possession.

A request for records, whether submitted informally or in writing, must be granted or denied within three (3) working days. The designated custodians are the individuals in this district who are authorized to determine that a request cannot be fulfilled within three (3) working days.

If more than three (3) working days are needed to locate or retrieve the records, the individual seeking the records shall be requested to submit a written request. The request must be granted or denied in whole or in part within ten (10) working days. If no answer is provided by this district within ten (10) working days, the request will be deemed to have been denied.

**COSTS FOR PROVIDING PUBLIC RECORDS.**

The Public Records Law allows this district to charge a fee for copying costs including labor costs associated with locating and copying those documents if the request for copies exceeds one hundred (100) pages, includes records from which non-public information must be deleted, or if the actual labor associated with locating and copying the requested documents exceeds two (2) person hours. (See Idaho Code 9-338(8)).

The copying fee schedule shall be made available to those individuals requesting copies and shall be updated from time to time as necessary to reflect the actual copying costs to the district.

The district may require advance payment of the photocopying charges for major copying work. A decision on whether to require advance payment shall be made by a custodian of the records.

The fee charged for providing information in the form of computer tapes, discs, microfilm or similar record media, may not exceed the amount of the direct cost of copying. If the information is also available in publication form the district may offer the published material to the individual or organization at the standard cost of selling the publication.

When necessary, a designated custodian may authorize examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination shall be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records.

If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. If the information requested is unusual, or if there is confusion about what
is being sought, the individual may be asked to submit the request in writing, along with advance payment for copies and a stamped, self-addressed envelope large enough for the number of copies. If it is deemed unnecessary to receive a written request, advance payment, and submission of a self-addressed, stamped envelope, any or all of the requirements may be waived. Any questions should be referred to a custodian of the records.

INSPECTION AND CORRECTION OF AN INDIVIDUAL’S RECORDS

An individual may inspect, copy, and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. A correction, or a written refusal to make the correction, must be made within ten (10) calendar days. Such requests shall be referred to a designated custodian immediately.

If a request to correct an individual's record is denied, written notification is required within ten (10) calendar days of the receipt of the request. A notice of refusal to amend a record must state the reasons for the refusal, and provide the statement of appeals right and certificate of mailing as set forth below.

DENIAL OF REQUESTS

If there is any doubt about whether information should be disclosed, the person who is making the request shall be asked to submit that request in writing. The written request shall immediately be directed to a designated custodian.

If a request for a record is denied in whole or in part, the person making the request must be notified in writing. This notice must include:

1. A statement that an attorney for the district has reviewed the request, or that the district had the opportunity to consult with an attorney and has chosen not to do so;

2. The statutory basis for the denial;

3. A simple statement of the right to appeal and the time limit for an appeal.

A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the district's decision is to file a petition in the district court of the county where the records or some part of them are located, requesting the court to compel the district to make the information available or to correct the record.

When a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the Public Records Law, whichever is longer. Whenever a request is denied, there must be some
indication made on the record that it must not be purged without the approval of a designated custodian.

**PENALTY AND IMMUNITY**

The Public Records Law provides a penalty of up to one thousand dollars ($1000) for deliberate, bad faith denial of information that should be disclosed. It also provides immunity from liability from the release of records as long as there is a good faith attempt to comply with the law’s requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.

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**LEGAL REFERENCE:**
Idaho Code Section 9-337 *et seq.*
34 C.F.R. Part 99
9-338(8)

**ADOPTED: 10-12-98**

Section 200 Index
This district makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. If a district employee receives a request for an accommodation he or she believes is unreasonable, the employee will contact the 504/ADA Coordinator. The 504/ADA Coordinator for this district shall be the superintendent or his or her designee.

A committee designated by the superintendent to oversee 504/ADA compliance will then determine whether the accommodation is reasonable or unreasonable, requesting expert assistance from the community if needed. The 504/ADA Coordinator will discuss the determination with the employee or other person, and will respond to any request deemed unreasonable in writing. The person requesting the accommodation may use the civil rights grievance procedures to file a complaint. District employees may appeal committee determinations to the board.

All public meetings, workshops, and conferences sponsored by the district shall meet the following provisions:

**Meeting Locations**

Meetings are to be held in wheelchair accessible locations. The district employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The 504/ADA Coordinator shall be notified when: a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend; or b) whenever particular facilities are found not to be accessible.

**Safety Procedures**

An emergency evacuation is required for each meeting. The recommended procedure should be obtained from the meeting site management and announced to the group at the beginning of the meeting, as well as the location of restrooms and other amenities. Any special procedures for persons with disabilities, such as fire-safe areas, should also be announced.

**Printed Meeting Notices**

The following clause should be included in all printed meeting notices: *NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person's name) at (contact person's phone number) or TDD (telephone device for the deaf phone number) no later than three working days before the meeting.* The name and phone number of the district staff person in charge of the meeting should be inserted as the "contact person."
Reasonable Accommodations

This district is required to provide reasonable accommodations for persons with disabilities who wish to attend district-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Contact persons may request assistance from the 504/ADA Coordinator in providing the necessary accommodations.

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LEGAL REFERENCE:
Americans with Disabilities Act,
42 U.S.C. 12101
Section 504 of the 1973 Rehabilitative Act
29 U.S.C. 794

ADOPTED: 10-12-98
Grievances by employees, students or other persons alleging illegal discrimination by this district or any of its employees in any of the district's public facilities, programs or activities based on race, sex, national origin, color, age (persons 40 years of age or older), religion, or disability may be filed as follows:

**FILING A CIVIL RIGHTS GRIEVANCE COMPLAINT**

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this district by telephone or verbally will be recorded by the district in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant. If the complaint involves the food service program the district will notify the state agency within five business days of the complaint.

**INVESTIGATION AND REPORT**

The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the designee of the superintendent must investigate the incident and issue a finding of whether or not discrimination was found. The investigation shall include, but not be limited to, interviews with the complainant and school district personnel.

If the complainant does not agree with the findings of the superintendent's designee, he or she will have thirty (30) days to provide additional information to the designee of the superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency.

**FILING OTHER COMPLAINTS**

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.

Employment complaints may be filed with:


Hot Lunch complaints may be filed with:

1. USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

NO RETALIATORY ACTION

No individual who has filed a complaint, or testified, or assisted, or participated in any matter in the investigation of a complaint shall be intimidated, coerced, or otherwise discriminated against.

Retention of Records

All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years.

Employee Actions

All employees of the district shall be responsible for acting in accordance with this policy.

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LEGAL REFERENCE:
Americans with Disabilities Act
42 U.S.C. 12101
Section 504 of the Rehabilitation Act
29 U.S.C. 794
Title IX
20 U.S.C. Section 1681(a)

ADOPTED: 1/14/2008

Section 200 Index
I. Section 504 Hearing Procedure—Purpose and Scope

1. An impartial hearing procedure is available to students and their parents to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act (hereinafter “Section 504”) when such differences cannot be resolved by means of a less formal procedure. Students and their parents are encouraged to use this school district’s Civil Rights Grievance Procedure for resolution of differences whenever possible.

The hearing procedures and procedural safeguards set forth in this policy apply to the identification, evaluation, or educational placement of a student, as set forth in 34 C.F.R. 104.36. A student qualifies for a free appropriate public education, including related services, under Section 504 if he/she has a physical or mental impairment which substantially limits one or more major life activities.

The following definitions shall apply to all related hearing matters:

1. “Days” means calendar days;
2. “Parents” means parents or legal guardians;
3. “Placement” means the program concerning the educational placement of the student.

II. Hearing Procedures

A Section 504 impartial hearing may be requested by the school district or a parent of an affected student on matters directly related to:

1. The identification or eligibility of a student as disabled under Section 504;
2. The evaluation procedures utilized with the student; or
3. The educational placement and/or services and accommodations recommended for the student.

All requests for a hearing under this policy must be submitted in writing addressed to the Superintendent of Schools. The written request for a hearing must contain:

1. The specific nature of the dispute;
2. The specific relief or remedy requested; and
3. Any other information the school district or parents believe is important to understanding the dispute.

The hearing procedure shall be presided over and decided by an impartial hearing officer. The Superintendent of Schools, or his/her designee, shall select an impartial hearing officer within fifteen (15) days of receipt of the request for a Section 504 hearing. The selected impartial hearing officer shall:

1. Be qualified to review school district decisions relating to Section 504;
2. Be impartial and unbiased; and
3. Not be an employee of the school district.

The selected hearing officer, prior to the hearing, will review the school district’s actions and notify the parties in writing of the date of the hearing. The parents and the school district shall be given at least 10 days notice of the date of the hearing. The notice from the appointed hearing officer shall contain:

1. A statement of the time, place, and nature of the hearing;
2. A statement of the legal authority and jurisdiction under which the hearing is being held;
3. A statement of the availability of relevant records for examination;
4. A concise statement of the issues in dispute;
5. A statement setting forth the right of the student’s parents or guardian to participate in the hearing procedure; and
6. A statement of the right to be represented by counsel.

All written correspondence shall be provided in English and/or interpreted in the parents’ primary language.

Either party to the hearing may request a continuance. The continuance may be granted by the hearing officer upon a showing of good cause. Any continuance(s) granted by the hearing officer shall extend the time for rendering a final hearing decision for a period equal to the length of the continuance(s). The hearing shall be conducted and a written decision shall be mailed by the hearing officer to all parties within 45 days from the date of the hearing assignment.

The appointed hearing officer shall preside at the hearing and shall conduct the hearing proceedings in a manner that allows all parties the following rights:
1. The right to be accompanied and advised by counsel and by individuals with special
   knowledge or training relating to the problems of disabled children;

2. The right to present evidence and oral arguments;

3. The right to an electronic verbatim record of the hearing; and

4. The right to written findings of fact and a decision on the matter.

Parents involved in the hearing process shall have the right to:

1. Have the student present at the hearing; and

2. Open the hearing to the public.

In cases where there are language differences, an interpreter shall be provided by the school
district.

The appointed hearing officer shall review all relevant facts presented at the hearing and shall
determine whether the student’s rights have been fully observed. The hearing officer shall have
the authority to uphold, reverse, or modify the school district’s determination with regard to the:

1. Identification of the student as disabled;

2. Evaluation procedures utilized with the student; and

3. Educational placement and/or services and accommodations recommended for the
   student.

III. Decision of the Hearing Officer

A copy of the hearing officer’s findings of fact and decision shall be delivered to the school
district and the parents within 45 days from the date of the assignment of the hearing officer.

The decision of the hearing officer is binding on all parties concerned and may be appealed to a
court of competent jurisdiction.

IV. Record of the Hearing

An electronic verbatim recording of the Section 504 hearing shall be on file at the school district
administration office and will be available for review upon request by the parents and/or any of
the involved parties.

LEGAL REFERENCE:
29 U.S.C. Chapter 16
34 C.F.R. Part 104
ADOPTED: 10-12-98

Section 200 Index
The board of trustees may hold membership in the regional and Idaho State Trustee's Association, and membership dues may be authorized annually by the board's action. Affiliation with the National School Board's Association and attendant expenses may be authorized by the board.

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LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Candidates for appointment of election to the Board shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to them.

Additionally, the Board directs the Superintendent to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs. This cooperation may include:

1. Notifying the candidate of open meetings of the Board, accompanied with an agenda;

2. Meeting with the candidate to provide background information on the school system and board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;

3. Providing each candidate with access to publications from the Idaho School Boards Association, the official minutes of the District meetings and the District Policy Manual; and,

4. Making arrangement for the candidate to review the current policies of the Board, administrative regulations and other publications of the school system.

Notices of candidate’s meetings that are sponsored by impartial, non-partisan organizations may be announced in District publications and/or be sent home by students. The following procedures shall be followed.

1. If a candidate is scheduled to appear or speak as a part of a school sponsored program, all candidates for that position shall be invited to attend or to send representatives;

2. The school will not send home partisan materials through the students; and,

3. The Superintendent shall invite all candidates to an information session. Each candidate will be given the same material and information at these sessions.

The School Board considers it important that a new member be knowledgeable about school governance and operations, and, insofar as possible, prepared to discuss and cast informed votes on matters as soon as possible.

Incumbent Board members and staff shall help new Board Members become fully informed about the Board’s functions, policies, and procedures and problems.

ADOPTED: 10-12-98
When knowledge or technical skills are needed that cannot be provided by persons on the staff, the Superintendent shall prepare a description of services needed along with an estimation of the time and cost likely to be incurred. If such consultative assistance is approved, the Board shall authorize the consultant’s services, paid or unpaid, within the budgetary limits specified by the Board.

ADOPTED: 10-12-98
For the conduct of the business of the District, the Board of Trustees grants authority to specific staff to sign certain documents on behalf of the District.

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ADOPTED: 10-12-98
Whenever possible each Board member shall give advance notice to the Chair or Superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a Board member’s absence from a meeting if requested to do so.

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ADOPTED: 10-12-98

Section 200 Index
## ADMINISTRATION

### SECTION 300

<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>300</td>
</tr>
<tr>
<td>Administrator Ethics</td>
<td>301</td>
</tr>
<tr>
<td>Approval of Handbooks</td>
<td>302</td>
</tr>
<tr>
<td>Superintendent Appointment</td>
<td>303</td>
</tr>
<tr>
<td>Superintendent Evaluation</td>
<td>304</td>
</tr>
<tr>
<td>Superintendent Dismissal</td>
<td>305</td>
</tr>
<tr>
<td>Superintendent Duties Relating to Assigning Employment</td>
<td>306</td>
</tr>
<tr>
<td>Principals Contracts</td>
<td>309</td>
</tr>
<tr>
<td>Principal Evaluation</td>
<td>310</td>
</tr>
<tr>
<td>Personnel Expenses</td>
<td>311</td>
</tr>
</tbody>
</table>
The superintendent of schools shall be the executive officer of the board of trustees, and the administrative head of all divisions and departments of the school system. He/she shall be directly responsible to the board for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

The Superintendent shall exercise general supervision over all the schools of the district and all employees. The Superintendent shall make assignments and transfers necessary to obtain the highest efficiency of the entire staff. The Superintendent shall be charged with the responsibility for programs, for inservice training and education of all employees (both professional and non-professional). The Superintendent shall make recommendations to the Board for the appointment, retention and discharge of all employees. The Superintendent shall recommend a schedule of salaries for all employees to the Board for consideration. The schedule shall show maximum and minimum salaries, annual increments, and other items such as extra compensation for coaching, music, dramatics, etc.

Under the leadership of the superintendent, the professional staff shall periodically study the various courses of study of the district, shall recommend revision and updating of such courses consistent with current educational procedures and shall recommend to the Board the adoption of approved textbooks and other educational materials which will benefit the educational program of the district. The Superintendent shall from time to time attend professional conferences and conventions. Expenses shall be paid by the district. The Superintendent shall make rules and regulations in routine matters not provided for in Board policy. The Superintendent shall propose new policies to the Board for adoption when the necessity arises.

The Superintendent shall perform such duties as the board may direct, and all duties required by law. In the absence of specified rules, he shall assume authority (in accordance with State law) and act as the situation requires. Emergency authority is subject to review by the Board. It shall be the responsibility of the Superintendent to interpret the objectives of the school program to the public.

The Superintendent of Schools shall serve as the professional advisor to the Board of Trustees. The Superintendent shall attend all meetings and take part in the discussion of the Board. The Superintendent shall have no vote. The Superintendent shall review communications relative to school affairs and consult with individuals having business with the Board of Trustees.
The Superintendent shall transmit all communications from the Board of Trustees to the instructional staff, administrative staff, and non-instructional staff. The Superintendent shall transmit communication from all staff members to the Board.

LEGAL REFERENCE:
Idaho Code Sections
  33-506
  33-513

ADOPTED: 10-12-98
An educational administrator’s professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator’s actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards:

The Educational Administrator

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the over-throw of the government.
5. Implements the Governing Board of Education’s policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees of professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

ADOPTED: 10-12-98
The Superintendent shall recommend approval of the publication of all curriculum guides, manuals, handbooks, and similar publications that are directive in nature.

The Board shall receive copies of any changes or revisions of existing publications, as well as any new publications that are developed.

ADOPTED: 10-12-98
The Board shall employ a superintendent of schools for a term not to exceed three (3) years. The superintendent shall be the executive officer of the board with such powers and duties as the board may prescribe to him/her. The superintendent acts as the authorized representative of the district whenever it is required, unless some other person is named by the board to act as its authorized representative.

The Board shall conduct an annual, written formal evaluation of the work of the superintendent at least once a year in January using an evaluation format selected by the Board. The evaluation shall indicate the strengths and weaknesses of the superintendent's job performance and set forth areas for improvement in the superintendent's job performance, if, in the view of the board, it is called for.

The Board shall enter into a written contract with the superintendent using the Superintendent's Teacher Contract form approved by the State Superintendent of Public Instruction. With the exception of initial appointment, the superintendent’s contract shall be reviewed at the regular board meeting each January and, if approved, may be extended for a term not to exceed three (3) years as is stated in Idaho Code 33-513, subsection 2. The superintendent does not acquire renewable contract rights.

If the superintendent and Board determine that another contract shall be used, prior approval for another contract form must be received from the State Superintendent of Public Instruction.

The superintendent shall hold not less than a Masters Degree and shall be properly certified pursuant to State Board of Education rules for the position.

The superintendent shall be employed for a twelve-month period and shall be paid as determined by the Board. The superintendent shall be entitled to paid vacation as determined by the Board. The superintendent shall receive insurance and other benefits as negotiated with the Board.

LEGAL REFERENCE:
Idaho Code Sections
33-513
33-515
33-1201

ADOPTED: 10-12-98

Section 300 Index
The superintendent of schools will be evaluated by the school board. The evaluation will be held in executive session unless requested to be held in open session by the superintendent. The evaluation of the superintendent will be a scheduled agenda item for the regular January school board meeting.

The school board may conduct an evaluation of the superintendent as frequently as deemed appropriate, but an annual, written evaluation will be conducted at least once a year at the regular January school board meeting. Prior to any evaluation, the superintendent shall conduct a self-evaluation using the same evaluation document which is used by the school board.

School board members will utilize a written superintendent evaluation form, a copy of which is attached to this policy. Evaluation forms will be provided to the Board at least two (2) weeks prior to the regular January school board meeting each year. Each school board member will complete the written evaluation and present his/her individual evaluations to the school board chairman several days in advance of the regular January school board meeting each year. The school board chairman will formulate a composite averaging the individual scores of each school board member and will provide the composite to all school board members and superintendent several days in advance of the regular January school board meeting. The general results of the superintendent evaluation (in composite form) will be discussed with the superintendent, and any areas of major unsatisfactory performance will be reviewed for improvement.

The composite superintendent evaluation will be signed and dated by the school board chairman and superintendent with the original placed in the superintendent’s personnel file.

Section 300 Index
Each trustee is to complete this form and give the form to the chairman by December 5th of each year. The chairman then will make a composite report.

Trustee Evaluation of the Superintendent - Version One

(1) Outstanding  
(2) Superior  
(3) Satisfactory  
(4) Marginal - Needs Improvement  
(5) Unsatisfactory

Personnel Management
___ 1. Established appropriate goals and objectives for staff.  
___ 2. Organizes effectively and plans ahead to meet school system’s problems.  
___ 3. Searches for and recognizes alternative solutions to problems.  
___ 4. Follows through on decisions and attends to details.  
___ 5. Conducts effective staff evaluation programs.

Leadership
___ 1. Takes initiative.  
___ 2. Makes impartial decisions.  
___ 3. Is willing to make decisions and take stands.  
___ 4. Accepts responsibility for his/her own and subordinates’ actions.  
___ 5. Faces controversy openly.  
___ 6. Supports staff development.  
___ 7. Is aggressive about improving the school system.  
___ 8. Is willing to try new approaches to situations.

Communications
___ 1. Writes and speaks effectively.  
___ 2. Is accessible to school staff, parents, and community.  
___ 3. Responds promptly to questions and requests.  
___ 4. Actively listens in a conversation or discussion.  
___ 5. Shares information openly and frequently.

Relationship with Staff, Board and Community
___ 1. Works on developing positive working relationships with:
    ___ a. Teachers  
    ___ b. Administrators  
    ___ c. Secretaries, custodians, maintenance, and other employees  
    ___ d. School Board  
    ___ e. Parents  
    ___ f. Larger community  
___ 2. Encourages openness in relationships with various members of school communities.
1. Relates fiscal priorities to program priorities.
2. Manages the District’s finances efficiently.
3. Plans for the future.
4. Follows recommended accounting procedures.
Superintendent Evaluation Form Version Two

Section 300 Index
Each trustee is to complete this form and give the form to the chairman by December 5th of each year. The chairman then will make a composite form.

**Evaluation of the Superintendent - Version Two**

(1) Outstanding  
(2) Superior  
(3) Satisfactory  
(4) Marginal  
(5) Unsatisfactory

**Relationship with the board:**

___ Keeps board informed of organization activities, progress and problems  
___ Is receptive to board member ideas and suggestions  
___ Makes sound recommendations for board action  
___ Facilitates the decision-making process for the board  
___ Accepts board criticism as constructive suggestion for improvement  
___ Gives constructive criticism in a friendly, firm and positive way  
___ Follows up on all problems and issues brought to his or her attention

Comments:

**Management skills and abilities:**

___ Maintains a smooth-running administrative office  
___ Prepares all necessary reports and keeps accurate records  
___ Speaks and writes clearly  
___ Proposes organizational goals and objectives prior to each fiscal year  
___ Plans well in advance  
___ Is progressive in attitude and action  
___ Adequately follows through on set plans

Comments:

**Services to people served:**

___ Understands and stays current with the needs of people served  
___ Focuses all activities on serving peoples’ needs  
___ Accepts criticism from the people served and responds appropriately
Fiscal Management:
   ___ Prepares a balanced budget
   ___ Completes the year with a balanced budget
   ___ Displays common sense and good judgement in business transactions
   ___ Adequately supervises physical plant operations

Comments:

Personal and Professional Attributes:
   ___ Projects professional demeanor
   ___ Participates in professional activities

Comments:

Community and Public Relations:
   ___ Represents the organization in a positive and professional manner
   ___ Actively promotes the organization to the public

Comments:

Effective Leadership of Staff:
   ___ Hires and maintains competent staff members
   ___ Encourages staff development
   ___ Follows personnel policies closely
   ___ Maintains high staff productivity

Comments:

Section 300 Index
OPTIONAL

ESSAY QUESTIONS TO ACCOMPANY THE SIMPLE CHECKLIST
(Version one or two checklist)

These questions can be added to the checklist form to include qualitative data in your evaluation. Just jot down your responses to each question and include with your checklist responses.

1) What specific recommendations do you have for your administrator to improve performance?

2) What impressed you the most about your administrator’s performance this year?

3) What should be the priorities for your administrator over the next year?

4) In what areas has your administrator shown exceptional improvement?

5) What’s your major area of concern regarding your administrator’s performance this year?

6) Do you have any additional comments regarding your administrator that have a bearing on his or her evaluation?

◆◆◆◆◆◆◆

ADOPTED: 10-12-98
The Camas School District believes that its school system thrives best when it is administered by professionals who have a sense of security about their position. Therefore, dismissal of the Superintendent should be based upon results of systematic and regularly administered evaluation procedures which are performance based. It should be the subject of careful deliberation among the parties concerned.

Explicit procedures for separating administrative personnel from their position should provide for the dignified and non-discriminatory removal of personnel, after a hearing based on evidence that is neither biased or discriminatory. These procedures are as follows:

1. Evaluation of the Superintendent shall be held at the December Board meeting. Based on the evaluation, the board may choose to meet again to discuss possible dismissal.

2. The Board may call a meeting at any time if they have evidence that the administrator is unethical or doing something illegal.

The Trustees shall notify the District Superintendent in writing of the intent to terminate his/her services at the expiration of his/her current contract no later than the last day of January, unless any item above occurs after January 1, which will be cause for dismissal.

ADOPTED: 10-12-98

Section 300 Index
The Board of Trustees recognizes that the Superintendent is the executive officer of the Board of Trustees with such powers and duties that the Board may prescribe. The Superintendent shall act as the authorized representative of the District whenever such is required, unless some other person shall be named by the Board of Trustees to act as its authorized representative. Therefore, the Board of Trustees hereby delegates all powers of the Board, which have not been specifically reserved by statute or Board policy, to the Superintendent.

The Board of Trustees recognizes that Idaho Code grants the power to the Board of Trustees to suspend, grant leave of absence, place on probation, or discharge certificated professional personnel for material violation of any lawful rules or regulations of the Board of Trustees or of the State Board of Education or for any conduct which would constitute grounds for revocation of a teaching certificate. The Board recognizes that there are situations which arise concerning certificated employees which may require immediate suspension or leave of absence. Thus, the Board has determined that if the Superintendent or his/her designee determines there exists reasonable articulable suspicion to believe that a certificated employee has engaged in a material violation of any lawful rule or regulation of the Board of Trustees or of the State Board of Education, has engaged in conduct which could constitute grounds for revocation of a teaching certificate, or is the subject matter of an investigation where the presence of the certificated employee may unduly influence or undermine a personnel investigation, the Superintendent or his/her designee shall have the authority to suspend with pay the certificated employee pending the next regularly scheduled Board meeting or ten (10) business days, whichever comes first.

As to all classified employees, the Superintendent shall be the person responsible for hiring, firing, disciplining, suspending, and any other action related to the employment of said classified employee, subject to right of grievance set forth in Idaho Code 33-517. The Board reserves the right to review and change the decision of the Superintendent if the Board disagrees with the resolution of any employment issue.
Principals employed by the board may be issued one (1) year or two (2) year contracts on the contract form approved by the State Superintendent of Public Instruction. The superintendent shall make recommendations to the board regarding each respective principal's contract.

Each principal shall be properly certified pursuant to State Board of Education rules for the position.

The board shall notify any principal prior to February 15th if it intends to cancel any extension of the contract.

Service performed under such contract shall be included in meeting the renewable contract provisions set forth in Idaho Code Section 33-515.

Each principal shall be paid an annual salary as determined by the board and shall receive insurance and other benefits as negotiated with the board.

LEGAL REFERENCE:
Idaho Code Sections
  33-513
  33-515
  33-1201

ADOPTED: 10-12-98
The principal will be evaluated based on the following:

1. Job description

2. Goals and objectives
   a. Principal’s responsibility toward District goals
   b. Professional improvement goals

Principals will be evaluated by the Superintendent at least once yearly. The written evaluation will be available to the Board on its February Board meeting or earlier.
All billing of employee expenses for travel, lodging, and food for district-related activities must receive the superintendent's advance approval.

Travel outside the state of Idaho must have prior approval of the superintendent for expenses to be reimbursed.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL</td>
<td></td>
</tr>
<tr>
<td>Statement of Guiding Principles</td>
<td>400</td>
</tr>
<tr>
<td>Staff Protection</td>
<td>401</td>
</tr>
<tr>
<td>Health Examination</td>
<td>402</td>
</tr>
<tr>
<td>General Personnel Regulations</td>
<td>403</td>
</tr>
<tr>
<td>Investigating and Reporting Suspected Child Abuse, Abandonment or Neglect</td>
<td>405</td>
</tr>
<tr>
<td>Safety</td>
<td>406</td>
</tr>
<tr>
<td>Drug Free Workplace</td>
<td>407</td>
</tr>
<tr>
<td>Smoke and Tobacco Free Workplace</td>
<td>408</td>
</tr>
<tr>
<td>Bus Driver Substance Abuse Testing</td>
<td>409</td>
</tr>
<tr>
<td>Acquired Immune Deficiency Syndrome (AIDS)</td>
<td>410</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>411</td>
</tr>
<tr>
<td>Military Duty</td>
<td>413</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>415</td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>416</td>
</tr>
<tr>
<td>Gifts to Employees</td>
<td>417</td>
</tr>
<tr>
<td>Personnel Conflict of Interest</td>
<td>419</td>
</tr>
<tr>
<td>Non-Discrimination in Employment</td>
<td>421</td>
</tr>
<tr>
<td>Political Activities</td>
<td>425</td>
</tr>
<tr>
<td>Personnel Files</td>
<td>427</td>
</tr>
<tr>
<td>Criminal History Checks for Employees</td>
<td>429</td>
</tr>
<tr>
<td>Employer Recommendations</td>
<td>431</td>
</tr>
<tr>
<td>Whistle Blower</td>
<td>433</td>
</tr>
<tr>
<td>Family and Medical Leave Act</td>
<td>434</td>
</tr>
<tr>
<td>Classified and Certified Employees</td>
<td></td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>435</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>436</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>437</td>
</tr>
</tbody>
</table>
Bereavement Leave .......................................................... 438
Classified and Certified Employees
Sick Leave Bank ............................................................... 439
Classified and Certified Employees
Professional/Training Leave ............................................. 440
Classified and Certified Employees
Long Term Leave of Absence ........................................... 441
Certified Employees
Insurance .......................................................................... 442
Extra Curricular Positions .................................................. 443
Grievance Procedure ....................................................... 444
Classified and Certified Employees
Purchasing and Receiving Regulation ............................... 445

CERTIFICATED EMPLOYEES
Recruitment ...................................................................... 446
Teacher Placement and Advancement on the salary Schedule .................................................. 447
Certified Employee Contracts ........................................... 448
Teacher Duties and Responsibilities ................................. 449
Teacher Work Day ............................................................ 450
Substitute Teachers .......................................................... 451
Assignment and Transfer .................................................. 452
Release from Contract ...................................................... 453
Evaluation & Discharge of Certified Employees ............... 454
Suspension of Teaching Certificate ................................. 455
Reduction in Force ............................................................ 456
Negotiated Agreement Terms ........................................... 457
Pay for Performance ........................................................ 458
Release Time for Certificated Employees ......................... 459
Employing Retired Teachers and Administrators .......... 462

NON-CERTIFICATED EMPLOYEES
Definition of Non-Certificated Employees .................. 471
Employment Status .................................................. 473
Extra-Duty Hours for Non-Certificated Employees .......... 477
Vacations Non-Certificated Employees ...................... 478
The goal of the board of trustees is to provide an educational program of the highest possible standards. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the board to recruit and retain the highest caliber of professional, certificated personnel and non-certificated employees.

It shall be the policy of the board to encourage the continued professional preparation of all certificated personnel.

It shall be the policy of the board to appoint all personnel only upon the recommendation of the superintendent of schools.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The board shall support, protect, and aid any school employee who suffers physical assault by a student or other person while any school employee is acting within the course and scope of his/her employment and within the scope of the district's policies.

If a student or other person physically assaults a school employee, the incident shall immediately be reported to the building principal. The building principal will notify the superintendent who shall then inform the board members and proper authorities as the situation warrants.

LEGAL REFERENCE:
Idaho Code Sections
   6-901, et seq.
   18-916
   33-1222

ADOPTED: 10-12-98
The District has a legal obligation to protect the morals, health, and safety of the District’s students and personnel and in furtherance of such has an obligation to prohibit the presence of and/or provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils. The District further has a legal obligation to assure that professional teaching personnel are free from contagious disease.

Should a situation arise where the Superintendent or designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness:

1. And that such illness prevents or impairs the ability of the employee to perform his or her duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees;

the Superintendent or designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Superintendent and may put such employee on a period of paid leave, pursuant to District and State statutory leave requirements, until such time as the examination and clearance to return to work has been obtained. Should such a request be made:

1. The requested examination shall be at the cost of the District;
2. The information obtained by the District as a result of the examination shall remain confidential and disclosed only to employees in a position to require knowledge; and
3. The employee shall not suffer any loss of compensation during the period of absence associated with the requested examination.

Legal Reference:  I.C. § 33-512 Governance of Schools
I.C. § 33-1202 Eligibility for Certificate

Policy History:
Adopted on: 3-12-2012
Revised on:
1. The superintendent of schools shall be the chief administrator of the school system and be directly responsible to the Board for the total administration of the School District. The Board will not assume the administrative function, but will vest in the Superintendent executive authority to carry out these administrative responsibilities.

2. The building principal is the supervising administrator responsible for the total educational program of the building. Within guidelines established by the Board of Education policies, the responsibilities are those delegated by the Superintendent to the building principal.

3. In cases where action must be taken and there are no guidelines and policy for such action, the Superintendent or his designee shall have the power to act.

4. All employees shall at all time be subject to the authority and control of the Superintendent and/or building principal for such rules and regulations as they may from time to time issue with the consent or ratification of the School Board.

5. Any employee who conducts himself in a manner which is disruptive to the educational programs of the District and/or violates Board policy, provisions or his contract, or reasonable directives from the superintendent or principal subjects himself willfully to legal resources and remedies available to the Board of Education for discipline.

ADOPTED: 11-14-2005
REPORTING REQUIREMENTS

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment or neglect, shall report or cause to be reported within twenty four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare.

Failure to report abuse, abandonment or neglect shall be a misdemeanor.

DEFINITIONS

Abuse:

Any case in which the child has been the victim of: 1) conduct or admission in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling, failure to thrive, or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or the circumstances indicate that such condition or death may not be the product of an accidental occurrence; 2) sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photography, filming or depicting for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare or a mental injury to the child.

Abandoned:

The failure of the parent to maintain a normal parental relationship with the 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 shall constitute prima facie evidence of abandonment.

Neglect:

A child who is without proper parental care or control or subsistence, or education, medical or other care or control necessary for his or her well being because of the conduct or omission of the parents, guardian or other custodian or the neglect or refusal to provide them; provided however, no child whose parent or guardian chooses for such child treatment by prayer through spiritual means alone in lieu of medical treatment, shall be deemed for that reason alone to be neglected or to lack parental care necessary for his or her health and well being.
PROCEDURE FOR REPORTING

1. Any school district employee or volunteer shall report or cause to be reported any suspected child abuse, abandonment or neglect within twenty four (24) hours. The employee or volunteer may ask the building principal to call the appropriate agency on his/her behalf.

2. The reporting party (district employee or volunteer initiating the report) shall complete a written statement setting forth the reasons believed that a child has been abused, abandoned or neglected. The date and time shall be set forth on the written report.

3. The agencies contacted and the names of the individuals with whom the reporting party spoke shall also be set forth.

4. Any prior suspicions shall also be set forth.

The written report shall be delivered to the building principal, who shall then deliver a copy of the written report to the superintendent.

In all cases, the building administrator or program supervisor shall be notified as soon as possible.

Because of the specialized training that may be necessary to conduct an investigation of alleged child abuse, abandonment or neglect, any formal investigations of the matter shall be conducted by the Idaho Department of Health and Welfare or the local law enforcement agency. All school district employees and volunteers shall cooperate with these organizations in their investigatory capacities.

REPORTING IMMUNITY

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, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity in respect to participation in any judicial proceedings resulting from the report. Any person who reports in bad faith or with malice shall not be protected. Any privilege between husband and wife, or between any professional person, except the lawyer-client privilege, including, but not limited to, physicians, counselors, hospitals, clinics, day care centers, and schools and their clients, shall not be grounds for excluding evidence in any proceedings regarding the abuse, abandonment or neglect of the child or the cause thereof.

Any person who makes a report or allegation of child abuse, abandonment or neglect knowing the report to be false, or who reports or alleges such in bad faith or with malice, shall be liable to the person or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars ($500), which ever is greater, plus attorney fees and costs of suit.
If a court finds that the individual acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.

◆◆◆◆◆◆◆

LEGAL REFERENCE:
Idaho Code Sections
  16-1602
  16-1619
  16-1620
  16-1620A
A.G. OP’N NO. 93-2

ADOPTED: 10-12-98

Section 400 Index
The Safety of employees at Camas County School District #121 is of primary importance. It is the district’s goal to provide safe working conditions and operating procedures that will ensure a safe work environment for all employees.

Accidents represent a needless waste of human resources and economic loss. **ALL INJURIES MUST BE REPORTED TO THE EMPLOYEE’S IMMEDIATE SUPERVISOR OR CLERK OF THE BOARD THE DAY THE INJURY OCCURS (FAILURE TO DO SO MAY RESULT IN DENIAL OF CLAIM).** A safe operation conserves human and material resources and is essential to efficient production.

All levels of management and supervision have a primary responsibility to determine safe work procedures and ensure safe working conditions. Supervisors and employees are required to follow the work methods and procedures established by the school.

These responsibilities can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in a safe operating condition. By working together, the goal of maintaining a safe and efficient school can be met.
The Camas County school district recognizes the federal requirements to establish and operate a “drug free workplace” and does not tolerate employee drug and/or alcohol abuse which materially affects the performance of an employee, endangers the safety of others, or behavior which clearly and frequently “sends the wrong message” to students. The drug free workplace requirements extend to all property owned by the district including vehicles. The policy applies to all activities sponsored by the district.

Sanctions for violating this policy may be school board action to suspend, grant leaves of absence, place on probation, or discharge an employee for activities which can be proven to be material violations of this policy. The board grants to the administration the right to suspend an employee with pay removing the employee from school property until the board has opportunity to consider the alleged violation of this policy and to take board action pursuant to Idaho Code 33-513 (certified personnel) or Idaho Code 33-517 (classified personnel).

Additional testing and sanction requirements for bus drivers are detailed in policy 409 in compliance with Department of Transportation regulations.

If reasonable suspicion exists that any federal, state, or local laws have been violated by an employee in regard to drug or alcohol use, the administration is required to promptly notify the appropriate law enforcement agencies as well as the school board.

Definitions:

Illicit Drugs: Any controlled substance defined by Idaho Code 37-2701 but excluding over the counter drugs or prescriptions prescribed by a doctor or dentist.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code 23-105 and 23-1001.

LEGAL REFERENCE:
Idaho Code Sections
23-105
23-1001
33-513
33-517
37-2701

ADOPTED: 10-12-98
The school district prohibits employee use of tobacco on the school campus, in school buildings, in school vehicles, or at activities sponsored by the school.

All employees are expected to assist in keeping members of the public and student body from smoking or other tobacco use when on the school campus, in school buildings, in school vehicles, or at activities sponsored by the school.

ADOPTED: 10-12-98
Purpose:

Due to the increasing use of drugs and alcohol in the workplace throughout American businesses and realizing the disastrous effects they can have upon our individual employees and our business, as well as Department of Transportation (DOT) 49 CFR Part 40 and 382 mandates, it is necessary to define rules of conduct dealing with the use of controlled substances and misuse of alcohol. On January 1, 1996, alcohol will also be added to the list of unacceptable drugs.

The school district policy related to this issue is as follows:

Policy:

It is the policy of Camas County School District #121 not to hire individuals for/or have employees in covered positions who:

1. Test positive for controlled substance and/or alcohol as defined by the Department of Transportation regulations 49 CFR Part 382 or

2. Refuse to submit to a drug and/or alcohol test as required by company policy.

Covered Positions:

Prospective Employees: All individuals applying for a position which requires operation of a commercial motor vehicle who are subject to driver qualification requirements, outlined in Part 391 of the DOT regulations, are covered by the Drug Free Workplace Policy of Camas County School District #121.

Covered Employees: All individuals who operate commercial motor vehicles and who are required to obtain a commercial driver’s license as part of their job duties in inter-intrastate commerce who are subject to driver qualification requirements outlined in Part 391 of the DOT regulations are covered by the Drug Free Workplace Policy of Camas County School District #121.

Testing Procedure:

The testing requirements are not intended to violate individual rights. It is intended to meet the DOT requirements and the school district’s objective of safeguarding employees and the public from accidents and protecting the company’s assets from damage resulting from the use of controlled substances and/or alcohol at the workplace.

1. All new driver applicants will be required to submit to the controlled substances test prior to starting work. Individuals will present themselves at a designated collection site for specimen collection. A specimen will be obtained and will be evaluated for the presence of marijuana, cocaine, opiates, amphetamines, and PCP.
2. All current covered employees will be required to submit to a controlled substance and/or alcohol test (alcohol test will be an evidential breath alcohol test (EBT) whenever possible or a blood alcohol test when the EBT is not available) under any of the following conditions:

   A. **Post accident:** All covered employees who are involved in a reportable motor vehicle accident where a citation for a moving traffic violation is issued or if a human death occurred. Testing must occur and be completed as soon as possible and be within eight (8) hours after the accident. A driver subject to post accident testing must remain available for testing. If the driver does not remain available, this action is considered refusal to submit to testing. A driver can leave the accident scene (and be considered available for testing) if the driver leaves the accident scene for verifiable medical treatment of anyone involved in the accident.

   B. **Random:** All covered employees will report to a designated collection site immediately when notified that they were selected for a random controlled substance and/or alcohol test per DOT requirements under Part 382.305.

   C. **Reasonable suspicion:** When at least one designated supervisor has reasonable suspicion to believe that a covered employee is under the influence of a controlled substance and/or alcohol. These beliefs will be based upon specific physical behavioral or performance indicators.

   D. **Return to duty/follow up:** As designated in the “Return to Work” section later in this policy.

3. The basis for determining “under the influence” and/or levels of substances detected that are to be considered a positive test for controlled substance and/or alcohol are established by DOT 49 CFR Part 382.

**Disciplinary Action:**

The following action(s) on the part of a covered employee will result in disciplinary action up to and including termination:

- Possessing, transferring (unless part of a manifest of transport), using, offering or being under the influence of any controlled substances, including alcohol that results in a positive controlled substance or alcohol test that is not authorized and prescribed by a physician, while on company property, company time (such as a customer’s premises), or in other circumstances which might adversely affect our operation or safety.

- Consuming such substances prior to reporting to work or during breaks or lunch periods.

- Refusing to submit to testing for controlled substances/alcohol as required by DOT regulations 49 CFR part 382.
No driver will operate a commercial motor vehicle if the driver tests positive for a controlled substance and/or alcohol test. A driver who tests positive for use of a controlled substance alcohol as defined in 49 CFR Part 382 of the DOT regulations is unqualified to operate a commercial motor vehicle. Upon notification by the Medical Review Officer (MRO) or designate of a positive test result, the company will cause the driver to be immediately relieved of his/her duties until such time as the company policy allows the employee to return to duty.

Adulteration of a sample by a prospective driver shall disqualify that individual from employment with the company as specified previously.

Adulteration of a sample by a current covered employee will be considered a positive test and shall be grounds for disciplinary action as specified previously.

A participating employee in an after-care drug testing program who tests positive for a controlled substance and/or alcohol as directed by a Substance Abuse Professional (SAP) in accordance with the provisions of 49 CFR Part 382.605 will be terminated.

Return to Work:

A covered employee who has tested positive for controlled substances as specified in DOT regulations 49 CFR Part 382 may return to duty when the following conditions are met:

- The employee must test negative for controlled substances and/or alcohol as specified in DOT regulations 49 CFR part 382. The sample collection and analysis of the specimen must be conducted at the company’s designated site. The sample must have been collected no more than 24 hours prior to the employee’s return to work.

- The employee must submit to an evaluation by the company’s designated substance abuse professional/employee assistance program (EAP) identifying:

  A. Recommendations for treatment, if any.
  B. A plan for random/periodic controlled substance/alcohol testing to completed for a period of time not more than 60 months.
  C. A signed agreement from the employee stipulating to their commitment to the outlined plan and will not use controlled substances or misuse alcohol.
  D. When an EBT results in .039% or less, an evaluation by an SAP does not have to be performed.

Policy Implementation:

1. Camas County School district 3121 has established the Gooding hospital (8 a.m. to 8 p.m.) and Magic Valley Regional Medical Center (MVRMC) (after hours, holidays and weekends) as the designated collection sites for obtaining specimens for assessment of alcohol and/or controlled substances. Other collection sites can be designated as the need arises.

Section 400 Index
2. MVRMC will designate a Medical Review Office (MRO) to interpret, evaluate and monitor the drug testing program and results. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse disorders.

Negative Results - The Chain of Custody Form is reviewed for completeness and accuracy, then the results are reported to Camas County School District #121.

Positive Results - Before a positive result is reported to Camas County School district #121, the driver is contacted by the MRO so that he/she may determine whether a legally prescribed medication resulted in a positive drug test. It is the driver’s obligation to be available to the physician so the situation can be discussed.

If the driver does not agree with the MRO ruling, he/she has the right to request that the “split specimen” be sent to a second lab for analysis. This request must be made within 72 hours after the MRO first contacts the driver. This procedure is done at the donor’s expense. MRO will advise the driver of the cost of the test.

3. All covered employees will be fully informed of Camas County School District #121's Drug Free Workplace testing policy before testing is administered. Employees will be provided with information concerning the impact of the use of drugs on job performance. The company shall inform employees of the reasons for conducting testing, how the tests will be performed, when the tests will be conducted, what the tests have determined, and the consequence of testing positive for drug use. All covered employees, both current and prospective, will be provided with a copy of this policy and indicate by their signature that they agree to adhere to this policy. No covered or prospective employee shall be tested until this information is provided to him/her.

Notes:

1. We sincerely hope that any employee who is experiencing a problem with drugs will voluntarily seek help through the Employee Assistance Services available at one of the listed resources. Serious personal problems, including drug abuse, will adversely affect employee performance and can subject the employee or other employees to serious injury and disciplinary action.

2. Camas County School District #121 will assist an employee with the cost of prescribed substance abuse rehabilitation program to the extent outlined in the company’s health benefits plan. All costs associated with a return to work plan, including after-care drug testing, is the responsibility of the employee.

3. Any revised or new regulations from the Idaho or Federal Department of Transportation will become part of the Camas County bus driver substance abuse testing program.

Section 400 Index

ACKNOWLEDGEMENT OF RECEIPT OF DRUG FREE WORKPLACE POLICY
AND AGREEMENT OF ABIDE BY POLICY

I, ________________________________ , hereby acknowledge that

I have received a copy of the Company’s Drug Free Workplace Policy (“Policy”), which has been developed pursuant to CFR 49 Part 382 and 391 for the Department of Transportation.

In conjunction with my receiving a copy of the Company’s Drug Free Workplace Policy, I further acknowledge the following:

I have read the Policy and have been given the opportunity to ask questions about and understand the terms contained therein, and the consequences for violating any terms of the Policy.

I understand that my compliance with all terms of the Policy is a condition of my employment with the Company, and I agree to abide by all terms of the policy.

I authorize the lab and/or Medical Review Officer or designate retained by the Company to release test result information to the Company as provided in the applicable Federal Department of Transportation Regulations.

Driver Signature  Date

WITNESSED BY:

CAMAS COUNTY SCHOOL DISTRICT #121

By

Date

Section 400 Index
This district will not require disclosure of an employee's Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) status. Any information, known to the district or its employees, regarding an individual’s HIV or AIDS status will be confidential unless: 1) the employee gives his/her prior approval for disclosure, or 2) such disclosure is required by law.

This district will not discriminate against anyone who has an HIV/AIDS infection during the hiring, evaluation, promotion, work assignment or termination processes.

Routine HIV antibody testing of employees will not occur. No district employee will be tested for HIV without his/her consent unless otherwise required by law.

As a general rule, no work restriction will be placed on an AIDS or HIV infected employee unless the employee has contracted, or is in danger of contracting, a transmittable secondary disease. Any work restriction requested by or imposed on an employee as a consequence of his/her HIV or AIDS status must be initiated or approved by the employee's physician, the employee's supervisor, and the district superintendent.

Any employee who violates any portion of this policy, or who refuses to work with another employee who has AIDS or the HIV infection, may be disciplined. Such disciplinary action may include suspension without pay or dismissal.

All district employees and volunteers shall take all reasonable precautions to avoid direct contact with blood, blood products, or other infectious fluids.

Whenever district employees or volunteers are required to assist ill or injured persons, the following procedures must be followed to minimize direct contact with blood or bodily fluids:

Appropriate barrier precautions will be used when contact with blood or other bodily fluids is anticipated. Latex gloves will be worn whenever blood and body fluids, mucous membranes or non-intact skin must be touched. Gloves will also be worn when handling items or surfaces soiled with blood or body fluids. Gloves must be changed whenever a new person is handled.

Hand and other skin surfaces will be washed with soap and water immediately and thoroughly whenever contaminated with blood or other body fluids.

Extra precautions will be taken to prevent injuries caused by needles or other sharp instruments or devices while using public cleaning or disposing of these sharp objects.

Section 400 Index
Soiled clothing, uniforms, and linen will be handled as little as possible so as to prevent microbial contamination of air and other persons. Contaminated clothing and cloth materials will be washed separately using hot water and detergent. Dry cleaning will also inactivate known pathogens.

Surfaces that are contaminated with blood will be decontaminated with a 10:1 (ten to one) chlorine bleach solution, a seventy (70) percent alcohol solution, or three (3) percent hydrogen peroxide solution. Care should be taken to avoid contaminating the solution or the container of the solution. Sufficient contact time (three (3) to five (5) minutes) should be allowed to insure surfaces are adequately disinfected.

LEGAL REFERENCE:
Section 504 of the 1973 Rehabilitation Act;
The Americans with Disabilities Act;
Idaho State Department of Education
HIV/AIDS Policy Guidelines, September 1994

ADOPTED: 10-12-98
It is the policy of this school district to maintain a work environment that is free from sexual harassment. Every employee has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that could be harassing, coercion, or disruptive. This policy applies to all conduct on the district's premises and to conduct off the district's premises that has an effect upon an employee's work environment.

**Definition of Sexual Harassment:**

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical 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 a basis for employment decisions affecting such individuals.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Reporting a Complaint:**

Individuals who believe they are being sexually harassed should firmly and promptly notify the offender that his/her behavior is unwelcome. When a direct communication with the alleged harasser is not feasible or effective the following steps should be followed when reporting a sexual harassment complaint:

1. The individual may choose to report the complaint to his/her supervisor or building principal. If the supervisor successfully resolves the complaint in an informal manner, a confidential report shall be made to the superintendent about the complaint and resolution so that the district will be aware of any pattern of sexual harassment by any particular individual if such pattern exists. If the supervisor is unable to resolve the complaint, the complaint will be referred to the superintendent.

2. If the individual chooses not to report the complaint to his or her supervisor, the individual may report the incident directly to the superintendent. If the complaint in any manner involves the superintendent, the individual should report the complaint to the school nurse.

3. An employee, at any time, may file a sexual discrimination or harassment claim with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC). The addresses of these organizations are set forth in the policy entitled Civil Rights Grievance Procedure.
Protection Against Retaliation:

This district will not retaliate in any way against an individual who makes a report of sexual harassment, nor will it permit any district employee to do so. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for sexual harassment offenders. Individuals who are not complainants but who assist individuals who believe they have been subjected to sexual harassment or who assist or participate in an harassment investigation are also protected from retaliation.

Investigation of a Sexual Harassment Complaint:

1. Any allegation of sexual harassment will be promptly investigated in a confidential manner so as to protect the privacy of all persons involved.

2. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

3. Complaints will be investigated by the district superintendent, the school nurse compliance officer, or his/her designee.

4. Upon completion of the investigation of a sexual harassment complaint, the investigator shall communicate his/her findings to the superintendent. If the complaint in any manner involves the superintendent the investigator's findings will be submitted directly to the school nurse compliance officer.

5. If there is insufficient evidence to support the allegations, no record will be made of the allegation in the accused employee’s personnel file. If the findings of the investigation determine that sexual harassment has occurred, the board shall be informed of the findings in executive session.

Disciplinary Actions:

If the investigation finds that an employee has sexually harassed another employee or a student, disciplinary actions may include probation, suspension and/or dismissal from employment.

LEGAL REFERENCE:

Mentor Savings Bank v. Winson, 477 U.S. 57 (1986);
Elison v. Brandy, 924 F.2d 872 (9th Cir. 1991)

ADOPTED: 10-12-98
Whenever a district employee leaves his/her position, whether voluntarily or involuntarily, in order to perform military duty, and who is relieved or discharged from such duty under honorable conditions, that individual may make application for re-employment within ninety (90) days after he or she is relieved from military duty, or from hospitalization continuing after discharge for a period of not more than one (1) year. The total of the district employee’s service performed in military duty cannot exceed four (4) years and the total of any service performed, additional or otherwise, does not exceed five (5) years and if the service in excess of four (4) years is at the request of and for the convenience of the federal government.

1. If the employee is still physically qualified to perform the duties of the position, that employee shall be restored to the position if it exists, and is not held by a person with greater seniority, otherwise to a position of like seniority, status, and pay;

2. If the employee is not qualified to perform the duties of the position by reason of disabilities sustained during the military service, the district employee shall be placed in such other position, the duties for which he or she is qualified to perform as will provide him or her like seniority status and like pay, or the nearest approximation thereof consistent with the circumstances of his/her case.

Any employee who is restored to a former position shall not be discharged from that position without cause within one (1) year after the restoration and shall, without limiting other rights, be considered as having been on furlough or leave of absence during his/her period of military duty. The employee shall be restored without loss of seniority, including, upon promotion or other advancement following completion of any period of employment required therefore, a seniority date in the advanced position which will put him or her ahead of all persons previously junior to him or her who advanced to the position during his/her absence in the armed forces. The employee shall be protected against reduction in his/her seniority, status or pay during his/her employment. However, any reductions made for all employees whose employment situations are similar may be made to the individual returning from the military duty.

Any district employee called to military duty shall be placed on leave without pay.

Preference of employment shall be given to war veterans who serve on active duty in the armed forces of the United States for a period of more than one hundred eighty (180) days or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, who was discharged under honorable conditions, and who was a resident of the state of Idaho when the application for work or employment is made. In order to receive preferential treatment, the application of such individual must be submitted within one hundred
twenty (120) days of his/her separation from the armed forces or hospitalization. Such veteran employment preference rights shall only be guaranteed when war has been declared by the United States Congress.

For those individuals who meet the definition of "war veterans," the employment preference is a one-time preference for initial hire only. No war veteran shall be discharged except for inefficiency, incompetence, insubordination or violation of work agreements. In any reduction in force, war veterans shall be given preference for retention.

LEGAL REFERENCE:
Idaho Code Section 65-501, et seq.

ADOPTED: 10-12-98

The definition of a war veteran pursuant to I.C. Section 65-509 is an individual who has served on military duty in the armed forces of the United States during any period of war recognized by the United States department of Veterans affairs and who left service with an honorable discharge.
Any employee called for jury duty shall submit a copy of the notification letter to his/her supervisor. All employees serving on jury duty shall receive paid leave from the district. In return, the employee shall give the jury duty stipend to the district.

LEGAL REFERENCE:
Idaho Code Section 2-201, et seq.

ADOPTED: 10-12-98
Delegation and Limited Use of Unpaid Leave

The Board hereby delegates to the Superintendent and any designee of the Superintendent the Board’s authority to place a certificated employee on a period of paid administrative leave/paid suspension if the Superintendent/designee believes that such action is in the best interest of the District.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within twenty-one (21) days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Further, only in the circumstance where an employee of the District is in a position where a court order exists preventing the employee from being in the presence of minors or students, and thus unable to perform the essential functions of their job, the Board may place such employee onto a period of unpaid leave of absence.

Legal Reference:  I.C. § 33-513 Professional Personnel
District employees who have discretionary responsibilities regarding contracts, purchases, payments, claims or other pecuniary transactions may not solicit, accept or agree to accept any pecuniary benefits from any person or firm known to be interested in such transactions. This policy does not apply to trivial benefits not to exceed the value of fifty (50) dollars incidental to personal, professional or business contacts and involving no substantial risk of undermining official impartiality.

◆◆◆◆◆◆◆

LEGAL REFERENCE:
Idaho Code Sections
  18-1351
  18-1356
  18-1359
  18-1360

ADOPTED: 10-12-98
No employee shall make any purchase or incur any obligations for on behalf of the district from any private business or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this district has a direct or indirect financial or ownership interest shall be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor shall seek, in writing, from the superintendent, a clarification of this policy stating the transaction at issue. The employee’s exact relationship to the business or vendor shall be identified and disclosed fully in writing.

2. Upon written clarification from the Superintendent, which shall include written specifications to be followed in advertising for bids, the affected business or vendor may submit a bid in compliance with the specifications outline by the district.

3. The interested employee shall not be involved in any part of the bidding process, including, but not limited to preparing specifications, advertising, analyzing, or accepting bids.

4. It shall be the duty of each employee, to the best of his or her knowledge and belief to disclose in writing to the superintendent his or her financial or ownership interest in any business or other purchase arrangement with the district.

5. This policy shall apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee shall receive gifts, prizes, awards or merchandise, or commission as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of the district.

LEGAL REFERENCE:
Idaho Code Sections
18-1351 et seq.
59-701 et seq.

ADOPTED: 10-12-98
Camas County School District #121 is committed to a policy of non-discrimination in relation to race, color, religion, sex, national origin, disability, or age.

This policy relates to hiring, promotion, discharge, pay, fringe benefits and any other aspect of employment incorporated in Idaho or federal law.

LEGAL REFERENCE:
Title VII of the Civil Rights Act of 1965
42 U.S.C. Section 2000e et seq.;
Title VI of the Civil Rights Act 1964,
42 U.S.C. Section 2000d et seq.;
Section 1981 of the Civil Rights Act of 1866,
42 U.S.C. Section 1981;
Section 1983 of the Civil Rights Act of 1871
42 U.S.C. Section 1983;
The Equal Pay Act of 1963
29 U.S.C. Section 206d;
Title VIV of the Education Amendments of 1972
20 U.S.C. Section 1681;
The Age Discrimination and Employment Act of 1967
29 U.S.C. Section 621 et seq.;
The Americans with Disabilities Act of 1990
42 U.S.C. Section 12101 et seq.;
Section 504 of the Vocational Rehabilitation Act of 1973
29 U.S.C. Section 794;
Idaho Commission on Human Rights
Idaho Code Section 67-5901 et seq.

ADOPTED: 10-12-98
No school employees shall utilize school time or school materials in an attempt to promote or influence specific religious or political viewpoints or specific votes on issues on state, federal, or local election ballots.

This policy does not prohibit or discourage employee meetings outside the regular instructional day for the purpose of conducting employee organizational activities or formulating wage, salary, or benefit proposals.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
ALL DISTRICT PERSONNEL:

A personnel file shall be maintained by this district for each employee. Each file shall contain any and all material relevant to the evaluation of the employee. Timely notice shall be given to the employee of all materials placed in the personnel file. The employee shall have the right to attach a rebuttal to any materials that are objected to by the employee.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.

An employee has the right to access his or her own personnel file upon request and shall be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

NON-CERTIFICATED DISTRICT PERSONNEL:

All non-certificated employees of this district shall be required to review and sign any entries made to his or her personnel file.

LEGAL REFERENCE:
Idaho Code Sections
  9-340(36)
  33-518

ADOPTED: 10-12-98

Section 400 Index
EMPLOYEES

All part time or full time persons, certificated and non-certificated, hired for the first time by this district, or who have been employed by this district for five years or less, shall undergo a criminal history check as required by Idaho Code Section 33-130.

All new employees shall obtain the history check through the Idaho State Department of Education within three months of starting employment. All individuals employed for five years or less shall undergo a history check within three months of notification. The employee shall be responsible for the cost of the criminal history check which shall include the following:

1. Statewide criminal identification bureau;
2. Federal bureau of investigation (FBI) criminal history check;
3. National crime information center; and
4. Statewide sex offender register.

A record of all background checks shall be maintained by the Idaho State Department of Education in a data bank for all employees of this school district, with a copy going to the employee. The outcome of each employee’s background check shall be shared with this district by the Department. Substitute teachers with a background check in another Idaho school district need not undergo new testing.

For the purposes of this policy, “employee” shall be defined as those individuals hired by this district and paid a salary or wages from which federal and state income taxes are withheld.

If it is determined that an employee has been convicted of a felony crime set forth below, it shall be grounds for immediate termination, dismissal or other personnel action by this district. This district shall have the right to evaluate and determine whether an individual convicted of one of the crimes listed below, and having been incarcerated for that crime, shall be hired.

The felony crimes include:

1. The aggravated assault of a child, or the assault with intent to commit a serious felony against a child;
2. The aggravated battery of a child, or the battery with intent to commit a serious felony against a child;
3. The injury or death of a child;
5. The sexual abuse of a child under 16 years of age;
6. The ritualized abuse of a child under 18 years of age;
7. The sexual exploitation of a child;
8. Possession of photographic representations of sexual conduct involving a child;
9. Lewd conduct with a child under the age of 16;
10. The sale or barter of a child for adoption or other purposes;
11. The murder of a child, or the voluntary manslaughter of a child;
12. The kidnapping of a child;
13. The importation or exportation of a juvenile for immoral purposes;
14. The abduction of a person under 18 years of age for prostitution;
15. The rape of a child.

VOLUNTEERS AND CONTRACTORS

The names of all individuals who are volunteers (such as student teachers, interns, parent volunteers, etc.) or contractors (such as bus contractors, building contractors, referees, etc.) and who may have direct contact with students, shall be placed on a register maintained by this district at the administration office in order to ensure that a safe environment for all students is maintained.

LEGAL REFERENCES:
Idaho Code Sections
33-130 18-911 18-1511
33-512(15) 18-1501 18-4003
33-1202 18-1506 18-4006(1)
33-1204 18-1506A 18-4502
18-905 18-1507 18-5610
18-907 18-1507A 18-6101
18-909 18-1508 18-6108

ADOPTED: 10-12-98

*Reviewed by the Supervisor of Teacher Education and Certification, Idaho Department of Education.
At the request of the prospective employer or at the request of the current or former employee, the board of trustees or its administration may provide information about the job performance, professional conduct, or evaluation of a former or current employee to a prospective employer of that employee. Neither the board nor its administration may be held civilly liable for the disclosure or the consequences of providing the information, so long as the information was provided in good faith.

This school district shall not maintain a blacklist, or notify any other employer that any current or former employee has been blacklisted by this district, for the purpose of preventing the employee from receiving employment.

LEGAL REFERENCE:
Idaho Code Section 44-201

ADOPTED: 10-12-98
District employees are protected from retaliation for reporting waste or violations of any law, rule or regulation so long as the employee:

1. Reports in good faith his or her belief that there is waste of public funds;
2. Reports in good faith the violation or suspected violation of a law, rule or regulation;
3. Participates in or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or other administrative review; or
4. Objects to or refuses to carry out a directive that the employee believes in good faith to violate a law, rule or regulation.

The district is forbidden from taking the following adverse action against an employee for exercising the employee’s rights listed above:

1. Discharging the employee;
2. Threatening the employee; or
3. Discriminating against the employee's employment.

Discrimination against employment includes compensation, terms, conditions, location, rights, immunities, promotions or privileges.

If the district takes adverse action or intends to take adverse action that is forbidden by the Idaho Protection of Public Employees Act, the employee may sue for damages or an injunction within one hundred eighty (180) days. If a court finds that adverse action was taken or threatened, the court may enjoin further adverse action, order the reinstatement of the employee, order compensation for lost wages, assess a civil penalty not to exceed five hundred dollars ($500), and order payment of the employee's attorney fees.

The district may be awarded attorney's fees when an employee brings suit without reasonable basis in fact or law.

LEGAL REFERENCE:
Idaho Code Section 6-2101 et seq.

ADOPTED: 10-12-98

Section 400 Index
Eligibility – If the employee has worked for the District for a minimum of 12 months with a minimum of 1,250 hours, and meets all eligibility requirements of the Family medical leave Act, the employee is eligible for family and medical leave pursuant to the Family and Medical Leave Act. (P.L.103-3) FMLA.

Leave Year Calculation - The District uses the “rolling” 12-month period method to calculate the employee’s leave year. That means that the first time the employee takes FMLA leave, the employee’s leave year begins. Thereafter, each time the employee requests additional FMLA leave, the District will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

1. Family and Medical Leave is available for any of the following reasons:
   a. The birth and first year care of the employee’s child;
   b. The placement of a child with the employee for adoption or foster care;
   c. The care of the employee’s spouse, son or daughter, or parent who has a serious health condition; or
   d. A serious health condition that makes the employee unable to perform his/her job.
2. Accumulated paid leave (such as sick leave, personal leave, sick leave bank etc.) shall be exhausted prior to the employee being placed on unpaid leave status and shall be counted as a part of the 12 weeks of leave.
3. The employee is required to provide:
   a. 30 day advance written notice, when the leave is foreseeable; and
   b. medical certification of a serious health condition and of fitness to return to work, when requested. Second or third opinions, at District expense, may be required for a medical certification or a fitness for duty report.
4. The provisions of the Family and Medical Leave Act will control intermittent or reduced leaves.
5. If both spouses are employed by the District they together may take only 12 weeks for Family and Medical Leave when the reason for the leave is 1a or 1b above, or to care for a sick parent.
6. During a family and medical leave employees are entitled to continuation of health benefits that would have been provided if they were working.
7. An employee returning to work from a Family and Medical Leave will be given an equivalent position to his/her position before the leave, subject to the District’s return to work policies and practices.
8. FMLA applications are available in the Superintendent’s Office.
In order to apply for the Family Medical Leave Act, I understand and will provide the following information 30 days in advance of the need to take FMLA leave. In the event of an emergency, the Superintendent may waive the thirty-day notice requirement.

1. Medical Certification supporting the need for leave due to a serious health condition affecting me or an immediate family member. If the leave is for an immediate family member, I must identify that person and their relationship to me.
2. A second or third medical opinion and recertification may be required at Camas County School District expense.
3. Periodic reports during the FMLA leave regarding my status and intent to return to work will be required once every 30 days.

If my FMLA Leave is for planned medical treatment for me or an immediate family member, I must schedule treatment so that it will not unduly disrupt the Camas County School District operation. That schedule must be approved by the Superintendent and/or Principal.

Return this signed application and attached supporting information to the Superintendent’s office:

_______________________________
Employee name

_______________________________
Date of Application

_______________________________
Date Received by the Camas County School District

**Application Status**

☐ Approved  Date: _________________

☐ Denied  Date: _________________
THE FAMILY AND MEDICAL LEAVE ACT OF 1993
Fact Sheet No. ESA 93-28

The U.S. Department of Labor’s Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law’s benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

- public agencies, including state, local and federal employers, local education agencies (schools), and
- private-sector employers who employ 50 or more employees in 20 or more workweeks in the current or preceding calendar year and who are engaged in commerce or in any industry or activity affecting commerce - including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

1. work for a covered employer;
2. have worked for the employer for a total of 12 months*;
3. have worked at least 1,250 hours over the previous 12 months*; and
4. work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

* See special rules for returning reservists under USERRA.

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently - which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or
placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The employer is responsible for designating if an employee’s use of paid leave counts as FMLA leave, based on information from the employee.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
  
  (1) A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
    
    • treatment two or more times by or under the supervision of a health care provider; or
    • one treatment by a health care provider with a continuing regimen of treatment; or
  
  (2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
  
  (3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
  
  (4) A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
  
  (5) Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

“Health care provider” means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- any health care provider recognized by the employer or the employer’s group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee’s use of FMLA leave
cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid “key” employees after using the FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
- notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

- medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions (at the employer’s expense) and periodic recertification; and
- periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to $100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work from FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to “eligible” employees’ use of leave required
by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer’s obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

FURTHER INFORMATION

The final rule implementing FMLA is contained in the January 6, 1995, Federal Register. For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

**REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

**JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from the FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**UNLAWFUL ACTS BY EMPLOYERS:** FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**ENFORCEMENT:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FOR ADDITIONAL INFORMATION:** If you have access to the Internet visit the U.S. Department of Labor’s FMLA website: [http://www.dol.gov/esa/whd/fmla](http://www.dol.gov/esa/whd/fmla). To locate your nearest Wage-Hour Office, telephone the Wage-Hour toll-free information and help line at 1-866-IUSWAGE (1-866-487-9243); a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto the U.S. Department of Labor Home Page at [http://www.wagehour.dol.gov](http://www.wagehour.dol.gov).
As an alternative to taking the leave related to the Family and Medical Leave Act (Policy 434), classified and certified female employees may utilize accumulated sick leave to take paid leave for maternity reasons. Certified employees also may utilize personal leave.

Members of the employee group disability bank also may utilize the bank under conditions specified in the policies and regulations related to the disability bank.

Employees are asked to present a written request to the superintendent as early as possible. Employees will return to work when the employee and the employee’s physician indicate that they are ready to return to work; however, any maternity leave longer than six calendar weeks will require written medical justification.

If all available paid leave has been utilized, the employee will be subject to a salary or wage reduction 1/190th of the contracted salary for certified employees or the average daily wage for individual classified employees.

ADOPTED: 10-12-98
One day of paid sick leave for each month worked during any school year shall be granted to full time classified employees. Paid sick leave days for part time classified employees working twenty hours or more per week during the school year will be pro-rated.

One day of paid sick leave for each month worked during any school year shall be granted to full time certified employees. Paid sick leave days for part time certified employees working twenty hours or more per week during the school year will be pro-rated.

The amount of eligible sick leave days for the school year will be credited to employees at the beginning of each school year.

Classified and certified employees having accumulated unused sick leave earned after July 1, 1976 in another Idaho school district or an Idaho State Agency may be able to transfer accumulated sick leave to the Camas County School District by making application to the clerk of the district.

Camas County School District has no limit on the amount of unused sick leave which may be accumulated. The district, however, will not pay for accumulated sick leave but accumulated sick leave may be used for hospital/medical insurance paid credits as allowable under the Idaho Retirement system plan.

Sick leave may be used for absences caused by personal illness or injury and also may be used for illness or accidents related to immediate family members (spouse, child, father, mother, sister, brother). Dental appointments and doctor appointments for employees and members of the immediate family are considered allowable sick leave needs.

The board or the school superintendent may require proof of illness for situations related to employee lengthy sick leave or lengthy sick leave related to the employee’s family.

Administrator denial of sick leave may be appealed to the school board.

LEGAL REFERENCE:
Idaho Code Section 33-1216 through 33-1218

ADOPTED: 10-12-98
Certified employees shall be allowed five (5) days of personal leave per year. The building principal should be notified as early as possible about the personal leave request.

Personal leave the first two weeks of school, the last two weeks of school, and immediately before or after holiday breaks are discouraged and may not be allowable unless a satisfactory substitute can be found or there are special needs related to the request.

Unused personal leave will not be transferable to the next school year. Unused personal leave will be paid for by the school district in June at the current daily rate for certified substitutes - or a certified employee needing additional leave may purchase from another certified employee unused personal leave at the daily rate paid for certified substitutes. Arrangements for the purchasing and transfer of unused personal leave are to be made with the clerk of the district in May after school ends. The office will make leave transfers during the month of June.

If purchase or transfer of unused personal leave cannot be acquired from another certified employee then it will result in a salary reduction of 1/190th per day of a person’s contracted salary.

Classified employees are not eligible for personal leave.

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ADOPTED: 10-12-98
Classified and certified employees are entitled to five paid bereavement leave days per year for a death related to a spouse, child (including a foster or stepchild), father, or mother. Classified and certified employees are entitled to three paid bereavement leave days per year for a death related to a brother, sister, father-in-law, mother-in-law, step-parent, step-sibling, aunt, uncle, grandfather, grandmother, or a "significant other".

Additional leave related to death usually will result in the employee utilizing accumulated sick leave unless the school board approves an exception.

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ADOPTED: 10-12-98
Each full time classified or certified employee of the District shall be eligible to participate in the Sick Leave Bank. To participate, the employee shall contribute a minimum of two (2) earned sick leave days to establish initial membership in the Sick Leave Bank. Initial membership shall occur at the beginning of each school year for any new employee or for any current employee, not presently a member, but who has decided to participate in the Sick Leave Bank. Sick leave days thus contributed shall be deducted from the individual’s annual sick leave entitlement.

Each subsequent year of the bank’s operation, the Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. 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.

The use of the Sick Leave Bank shall be restricted to members for their own use. The purpose of the bank is to alleviate financial hardship caused by members needing to take leave beyond accumulated sick leave for purposes necessitated by extended illness, accident, or surgery.

To be eligible to apply for use of the Sick Leave Bank, the employee must:

1. Become a member by contributing 2 days to the bank, (enrollment shall be by September 10 of each school year) or within twenty days of hire. The first two days of earned sick leave (employees earn one day per month worked) will be placed in the bank when an employee joins. Contributed days cannot be restored to the donor. Half time personnel will be allowed to join the bank by contributing 1 day of sick leave and will be allowed to borrow days in ½ day increments.

2. Have been absent from work due to illness, surgery or accident for all his/her accumulated sick leave and personal leave days.

3. Have used two days of unpaid leave before using the sick leave bank.

4. Three days of sick leave per year will deducted from each employee borrowing from the bank until borrowed sick leave is paid back to the bank.

Application for use of the bank shall be submitted to the Sick Leave Bank Committee for their recommendation by obtaining and completing a request form from the Sick Leave representative in your building. The committee will review the request within five working days of submission and determine the eligibility of the employee. A simple majority vote among the committee is required for approval. The committee may require proof of illness or documentation from a doctor of number of days needed for recovery at the time of application and from time to time after a grant has been made.

Bank grants cannot be carried over from one year to another and all such grants will end at the termination of each school year. All unused days shall be returned to the Bank. If the sick leave is covered by workman’s compensation, the employee shall not be eligible for sick leave bank benefits.
The number of days granted shall not exceed the number of days absent due to accident or illness.

The maximum number of days that may be granted to an eligible participant will be ten (10) days per school year. This limit may be extended an additional ten (10) days during the same year in the event of extenuating circumstances.

If a certified professional employee draws on the Sick Leave Bank and is later compensated for lost wages, the employee will reimburse the Sick Leave Bank in the amount of substitute pay.

The Sick Leave Bank Committee shall consist of six members, (committee members must be members of the Sick Leave Bank, four certified staff members, one non-certified staff member (the district clerk), and the building principal. The chairman elected by the committee will break tie votes. If the building administrator is not a member of the sick leave bank he or she may not vote.

When a request is made, the representative will call for a meeting of the Sick Leave Bank Committee. The school clerk will maintain a master ledger of all Sick Leave Bank member’s days in the Bank and days granted from the Bank. The clerk shall report all Sick Leave Bank transactions to the District Office by the 10th of the month. The District Clerk-Treasurer will perform an audit at the end of each year. The total number of days in the sick leave bank may not exceed the number of eligible employees times two. The committee will hold an annual meeting by September 10th of each school year.

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ADOPTED: 1/14/2008

Section 400 Index
CAMAS COUNTY SCHOOL DISTRICT
APPLICATION FOR ENROLLMENT IN THE DISABILITY BANK

I have read the attached Disability Bank Policy and understand that I must donate two days of sick leave to enroll in the disability bank and I understand that after those two days have been donated they can never to returned to me. Enrollment in the bank will make me eligible to apply for use of the bank if I have been absent from work due to illness or accident and have used all of my accumulated sick leave and personal leave days. I also understand that I will be required to use two days of unpaid leave before I am eligible to apply for the disability bank.

☐ I Agree to Participate in The Disability Bank

☐ I Do No Wish To Participate in The Disability Bank

________________________________________________________________________
Employee Name

________________________________________________________________________
Date of Application

________________________________________________________________________
Date Received by the Camas County School District

This form must be submitted to the district office by September 10th or within 20 days of hire.

POLICY TITLE: Professional/Training Leave  POLICY NO: 440

Application for the granting of paid days for the purpose of professional/training leave may be made to the superintendent of schools. The applicant must show evidence that the requested
leave will result in training or the gathering of information which will be beneficial to the school district.

Approval of the leave request may or may not result in the school district participating in partial or complete payment of expenses for the training.

Each employee will be granted a total of two paid professional/training leave days per year. Unless additional days are required by the administration.

Travel outside the State of Idaho which utilizes district funding for other than substitutes will require prior approval by the school board unless there is an emergency situation.

ADOPTED: 7-10-2007

Contingent upon securing a qualified replacement, a one year leave of absence may be granted by approval of the School Board to any fully certified teacher who has completed not less than three years service in the district, and who has been recommended for employment during the succeeding year. The teacher requesting leave must notify the district in writing by March 1st of their intent to take leave the succeeding year.
The Teacher on leave of absence will be required to notify the board of trustees by registered mail prior to March 1st as to the teacher’s intent to return to the district for the succeeding year. Documentation of this attempt will be placed in the personnel file of the teacher on leave.

Failure to comply with Policy No: 441 by March 1st will be considered by the school district as a vacancy and will be controlled by the school district’s hiring policy.

A long term leave of absence will only be considered once every ten years of a teacher’s employment.

There is no implication by the school district that the teacher returning from a leave of absence will be assigned to the same position he/she had prior to the leave. However, the school district will if possible, and in the best interest of the students’ education, consider the teacher’s previous placement.

A leave of absence will be considered a break in service. The teacher returning from such leave will be placed on the current salary schedule in the step following that of his or her last full term contract, and in the appropriate column for academic preparation.

Sick leave accumulated prior to the leave of absence will be credited to the teacher upon resumption of service in the district.

During a leave of absence, teachers may continue to participate in the school district insurance plan with the monthly premium being paid by the teacher.

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ADMITTED: 7-10-2007

Full time employees are those employees who regularly work twenty hours or more per week for the school district in one assignment or a combination of assignments.

The same insurance coverage will be provided to certified and classified employees.

The superintendent annually will involve employees in an opportunity to review the insurance program utilized by the district for the purpose of making recommendations about the program.

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Section 400 Index
The establishment of all salaried extra-curricular positions annually shall be approved by the school board as the need for the positions is documented by the administration and activity director. No tenure/continuing contract rights relate to these positions. An extra-curricular position contract will be separate from a teaching contract if a certified person is hired for an extra-curricular position.

Any head varsity coach must be Idaho High School Activity Association certified or be a certified teacher.

The school board will approve appointments to the various position(s). An effort will be made to appoint qualified teachers for any extracurricular position(s). However, in the event that no qualified teachers are available to fill an extracurricular vacancy, non-teachers will be appointed to fill said extracurricular vacancy(s). In all cases (teacher appointees or non-teacher appointees),
the major appointment qualifications will be based upon the skills, qualification and experience of the person(s) appointed.

ADOPTED: 10-12-98

Definition

Grievance is a written allegation of unfair or unprofessional treatment or an allegation of a violation of district policy.

Procedure

1. An employee of the district may file a grievance about any matter related to employment except a decision of the school board to discipline or terminate an employee which decisions can be appealed outside the school district at employee expense.

2. A grievance must be in writing and received by the employee’s immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance must state the nature of the grievance and the remedies sought.
A grievance about a principal will be routed to the superintendent. A grievance related to the superintendent will be routed to the chairperson of the school board who then will function as the immediate supervisor per this policy.

3. The immediate supervisor shall provide a written response to all parties involved in a grievance within six (6) working days of receipt of the written grievance.

4. If the employee is not satisfied with the response of the immediate supervisor, or if there is no response within six (6) working days, the employee may appeal the grievance to the superintendent or the superintendent’s designee within five (5) working days after receiving a response or within five (5) working days from the date a response should have been received.

5. The superintendent or his or her designee shall communicate with the employee within six (6) working days in an effort to resolve the appeal.

6. Within five (5) working days of communicating with the employee, the superintendent or his or her designee shall provide a written response to the employee.

7. If an employee is not satisfied with the response of a superintendent or his or her designee, or if no response was received, the employee may request a review of the grievance by a panel within five (5) working days of receipt of the response or failure to receive a response.

8. The school board shall convene a panel consisting of three (3) persons within ten (10) working days of receipt of the appeal.

9. The panel should consist of one (1) individual designated by the board, one (1) individual designated by the employee, and one (1) individual agreed upon by the two (2) appointed members for the purpose of reviewing the appeal.

10. The panel shall submit its decision within five (5) working days following completion of the review in writing to the employee, the superintendent, and the board.

11. The panel’s decision shall be the final and conclusive resolution of the grievance unless the board overturns the panel’s decision by resolution at the board’s next regularly scheduled public meeting. Either party may, within forty-two (42) calendar days of the filing of the board’s decision, either party may appeal to the district court of this county.

12. An employee filing a grievance shall be entitled to a representative of the employee’s choice at each step of the grievance procedure set forth above. The school district representative shall also be entitled to a representative at each step of the grievance procedure.

13. The time lines of the grievance procedure set forth in this policy may be waived and modified by mutual agreement.

14. Utilization of the grievance procedure shall not constitute a waiver of any right of appeal available pursuant to law or regulation.

15. Neither the board nor any member of the administration shall take reprisals affecting the employment status of any party in interest.
16. An employee of the district shall be required to review and sign any entries made to his or her personnel file. The employee may inspect documents contained in his or her official personnel file at reasonable times and places, in the presence of appropriate district officials.

ADOPTED: 10-12-98

Purchasing will utilize a purchase order format as much as possible. Following is the regular purchasing process.

Instruction Related Purchasing

1. Submit a proposed purchase to the building principal in a narrative format or copy a portion of a catalog. Include information as to the name and address of the vendor, specific information as to what you wish to order.

2. The building principal will review the proposed purchase in regard to program needs and available funding and forward the proposed purchase information and a recommendation to the superintendent.

3. The superintendent and clerk will formulate and process a purchase order if appropriate. Most purchase orders will be processed by mail; however, the superintendent or clerk may place certain orders by phone or FAX. On a limited basis, employees may be given a purchase order to pick up items (in which case a statement needs to be returned to the clerk). The employee will be given a copy of the purchase order by the clerk as verification of ordering status.
4. In a few instances such as the purchase of home economic supplies, an “open” purchase order for a limited amount of funds will be processed by the superintendent and clerk. Specific employees (not students) will be authorized to pick up items and sign a statement.

5. On a limited basis by prior arrangement, employees may be authorized by the superintendent to pick up items, pay for the items, and receive reimbursement.

6. Expenses related to professional travel and training, field trips, paid guest group performances, must be processed through the superintendent’s office prior to undertaking any activity.

7. Persons not following the approved purchase procedure may be liable for what has been purchased outside the approved purchase procedure and a deduction from the employee’s paycheck may be made if necessary to pay for unauthorized purchases.

**Non-Instructional Related Purchases** (custodial supplies, transportation supplies, food program items, sub-contracts).

1. All purchasing proposals will be routed to the superintendent.

2. The superintendent may process “open purchase orders” for a specific amount of money at a specific vendor with a specific employee (not a student) to pick up items and sign statements.

3. Persons not following the approved purchase procedure may be liable for what has been purchased outside the approved purchase procedure and a deduction from the employee’s paycheck may be made if necessary to pay for unauthorized purchases.

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**Receiving**

1. Items arriving by truck, parcel post, united parcel service, and vendor delivery in almost all cases will be routed to the clerk or superintendent prior to being delivered to the user. The superintendent or clerk will compare what has been delivered to what has been ordered and enter appropriate inventory information in the school district inventory records.

2. Employees are expected to compare what has been delivered to what has been ordered as an additional check. Employees will be expected to promptly report to the clerk information related to defective materials.

3. The clerk will tag items which legally need to be tagged (generally grant related equipment).

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**ADOPTED: 10-12-98**
Recruitment of the professional staff members of the district shall be the responsibility of the superintendent of schools or his/her designee. In the discharge of this responsibility, the superintendent shall make such use of other administrative and supervisory staff members as may be both practical and effective. Recruitment practices shall be conducted in a professional and competent manner with utmost regard for the welfare of the school district. Notification of position vacancies shall be announced within the school district as well as with teacher education agencies.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The teachers and the school board annually will meet and confer regarding the salary schedule. The school board will adopt a schedule which reflects the financial needs and revenues of the school district as well as the need for appropriate instructional services and a willingness to pay teachers a professional salary. Every effort will be made to adopt a salary schedule for the forthcoming school year no later than May.

In determining experience in regard to placement on the salary schedule, pursuant to Idaho Code 33-1004A, the actual documented number of years of teaching or administrative service in an accredited private or parochial school shall be credited on the condition that this service was performed while being regularly certificated as an educator.

In determining placement on the salary schedule in regard to earned semester credits, pursuant to Idaho Code 33-1004A, only credits earned after initial regular educator certification (in any state) earned at an institution of higher education accredited by the state board of education or a regional accrediting association shall be allowed. Official transcripts must be presented to verify the credits. Obtaining the transcripts will be at the expense of the employee. Placement on the salary schedule also will be based on the following criteria:

1. Credits applied to salary schedule placement must be earned after initial certification and must be related to the teacher’s major assignment or be general professional training credits such as curriculum development, computer operation, classroom management. Post certification credits such as canoeing, hiking, etc. will not be counted unless there is a clear relationship to the teacher’s assignment.

2. Quarter credits will be converted to semester credits.

3. Non-graduate credits will not be counted unless clearly related to school district needs (e.g. computer training).

After initial placement on the salary schedule, any credits which are intended for advancement on the salary schedule must have the prior written approval of the superintendent of schools to insure that the study will be of benefit to the Camas School District.

LEGAL REFERENCE:
Idaho Code Section 33-1004-A

ADOPTED: 10-12-98
Definitions:

Non-Renewable Contract Certificated Employees
Non-renewable contracts shall be issued at the sole discretion of the Board.

Category A Certificated Employees—certificated personnel hired on a limited one-year contract as provided in I.C. § 33-514.

Category B Certificated Employees—certificated personnel in the fourth or greater years of continuous employment within the same school district as provided in I.C. § 33-514 and who, at the sole discretion of the Board, are eligible to be offered a limited two (2) year contract. The Board, at its sole discretion, may add an additional year to such a contract upon the expiration of the first year.

Renewable Contract Certificated Employees
Certificated personnel who may automatically renew their employment with this District for the next school year by giving written notice of acceptance of renewal by July 20th. Only certificated employees that attained renewable contract status prior to January 31, 2011 may be employed on a grandfathered renewable contract and shall have the right to continued automatic renewal of their employment contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district. Alternatively, the District can place the certificated employee on a Category A or B contract. A certificated employee hired with previous out-of-state experience shall not be eligible for a renewable contract.

Notice:

1. Category A Certificated Employees
   Category A Certificated Employees’ contracts are limited one year contracts for certificated personnel in their first or greater year(s) of continuous employment with the same school district. Upon a decision by the local school Board not to reemploy the person for the following year, the certificated employee shall be provided a written statement of reasons for non-reemployment by no later than July 1st.

2. Category B Certificated Employees
   Category B Certificated Employees’ contracts are limited two year contracts that may be offered at the sole discretion of the Board. Upon the decision by a Board of Trustees not to reemploy the person employed on a Category B contract for the following year, the certificated employee shall be provided a written statement of reason for non-reemployment by no later than July 1st. Category B Certificated Employees shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board.
3. Grandfathered Renewable Contract
The Board shall provide written notification to each person entitled to be employed on a renewable contract by July 1st. All employees on grandfathered renewable contracts must give written notice of acceptance of automatic renewal of contract to the Board no later than July 20th. These dates are specified in the Idaho Code, and may not be altered by contract or agreement. The employee’s failure to timely provide written acceptance of renewal of contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of grandfathered renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees’ performance during the probationary period.

4. Superintendents, Principals, and Administrators
The Board shall make a determination as to how long administrators have to sign and return their contracts. If the Board makes no such determination the default time limit shall be twenty-one (21) days after the contract is delivered to the administrator.

Supplemental Contracts
Supplemental Contracts may be for extra days or for extra duties. Extra duty supplemental contracts are for an assignment which is not part of a certificated employee’s regular teaching duties. Extra day supplemental contracts are an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District.

The Board shall provide the same rights to due process and procedures for extra day supplemental contracts as those provided by the underlying contract (Category A, Category B, or grandfathered renewable). Written notice of non-reissuance of extra day supplemental contracts should be treated in the same way as notice of non-reissuance of the underlying contract.

Any supplemental contract for extra duties shall be separate and apart from the certificated employee’s underlying contract (Category A, B, or grandfathered renewable) and no property rights shall attach and thus there is no process due for non-reissuance.

Delivery of Contract
Delivery of a contract may be made only in person or by certified mail, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

Return of the Contract
A person who receives a proposed contract from the district shall have 10 days ([no less than ten days]) from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge
Should a person willfully refuse to acknowledge receipt of the contract or the contract is not
signed and returned to the Board within the designated time period, the Board may declare the position vacant.

Cross Reference:  
Policy 5340 Evaluation of Certificated Personnel  
Policy 6100 Superintendent

Legal Reference  
I.C. § 33-513 Professional Personnel  
I.C. § 33-514 Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement  
I.C. § 33-515 Issuance of Renewable Contracts  
I.C. § 33-515A Supplemental Contracts

Policy History:  
Adopted on: 3-12-2012  
Revised on:  

Section 400 Index
Knowledge of Rules and Regulations

Teachers are to read and understand the School Board Policy Book, various local handbooks (e.g. faculty, student, parent handbooks), and other regulations which may be formulated by the school board and administration.

Duty Roster

During their regular workday, teachers will participate in hall supervision, recess supervision, bus loading or unloading supervision, and other duties as assigned by the administration or jointly assigned by administration and faculty.

Curriculum

Teachers will follow local and state curriculum guidelines.

Building Care

Teachers will help insure that windows are closed, doors locked, lights off when students are not in the building.

Unattended Students

Teachers will be present at all times while students are using the building and will let the principal or secretary know when they are temporarily out of the building or off campus during the regular work days to insure that students are not unattended and that messages are held during their absence.

Seeking Additional Information

If a question arises about how to handle a situation, teachers are asked to consult the administration or other faculty members. If an emergency situation arises and persons cannot be consulted, the teacher will be expected to use their best judgment and report the situation to the principal at a later time if reporting is appropriate.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The Minimum work day hours for teachers when school is in session will be from 8:00 am until 3:30 pm. Additional work hours before and after these times will be required from time to time for meetings with parents, administrators, and training workshops.

Each building administrator will establish a schedule for hall duty, recess duty, cafeteria duty, bus supervision duty and possible other duty assignments to be shared by teachers, administrators, and classified employees with no additional duty pay.

LEGAL REFERENCE:

ADOPTED: 10-12-98
The administration from time to time will recommend for school board approval a list of substitute teachers. Substitute teachers are subject to the Idaho Criminal History check before they may be employed if they have not worked in the Camas County School District for more than five years. A Criminal History check in any school district in Idaho can be accepted for service as a substitute teacher in the Camas County School District.

As allowed by Idaho law, substitutes may be high school graduates, college graduates without a teaching degree, or a certified teacher. The school board each year will set the daily rate for substitute teachers.

Each year, the principal and faculty of each building will determine whether the administration or the faculty obtain substitute teachers. The administration is to know at all times which substitutes are scheduled for specific days when substitutes are obtained by the faculty.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Board and/or Superintendent.

Teachers shall be assigned at the levels and in the subjects appropriate and allowable for the certificates and endorsements they hold. The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.

Legal Reference

I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-524 Principals to Determine New Staffing

Policy History:
Adopted on: 4-9-2012
Revised on:
Certified Personnel Resignation (Release from Contract)

Applicants for teaching positions with Camas County School District who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees (including those employees who have just signed their first contract) will not be released from contract during the school year or within forty-five (45) days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The Employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. (If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.)

A determination of availability of a suitable replacement, approved by the building principal as per Idaho Code, will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, and/or if retention of a new employee is not approved by the building principal, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the Board of trustees will report such event to the Professional Standards Commission, alleging that the certificated employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators. In addition, should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the District and/or Board may, in its discretion, pursue any and all available legal remedies, including damages to recoup all losses caused by such breach of contract, including without limitation costs for substitutes, recruiting, loss of state funding, legal fees, etc.
Classified Personnel

Classified Employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Any classified personnel who, without approval or without taking leave, does not show up for work for more than five consecutive days will be considered to have abandoned his or her position, and shall be deemed to have resigned.

Legal Reference       I.C. § 33-524   Principals to Determine New Staffing
I.D.A.P.A. 08-02.02.076.09   Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on: 4-9-2012
Revised on:

Section 400 Index
Purpose

The primary purpose of teacher evaluation in the Camas County School District is two fold. First, it is to support the professional development needs of the individual teacher to improve instructional practice in the classroom. Second, it is to monitor and evaluate teacher performance as required by State statute.

The District’s evaluation process is based, in part, on the work of Charlotte Danielson as presented in Enhancing Professional Practice: A Framework for Teaching and Teacher Evaluation To Enhance Professional Practice (Danielson & McGreal). Ms. Danielson’s research provides the elements of effective instruction that most often lead to improved student achievement.

The Principal (or Superintendent in extenuating circumstances) shall conduct evaluations of all certified employees.

Employee’s Permanent File

Formal evaluation documents, reprimands, documented accolades and other pertinent documents shall be reviewed, dated and signed by both evaluator/supervisor and the employee, after which the document shall be placed in the employee’s permanent file.

Evaluation Program Guidelines:

Observation
A formal lesson observation must consist of a minimum of 30 minutes of uninterrupted classroom observation or one complete lesson, whichever is greater. The formal lesson observation may be prearranged or unannounced by the evaluator. The formal observation is one component of the evaluation. Other evaluation components may include but are not limited to: “Walk Through” observations, lesson plan reviews, compliance to curriculum standards, commitment to the Code of Ethics for Idaho Professional Educators, and having a good attitude as well as showing evidence of a good work ethic.

Observation Rubrics
Formal observations will be conducted using the Danielson-based rubric, modified as needed (but not diluted) to fit the expectations and professional culture of the Camas County School District. This rubric may be used alone as the Certified Staff Evaluation Summary Document or an additional narrative summary may be attached with it. The evaluator is required to include written comments on the Certified Employee Evaluation Summary form describing the criteria resulting in any element being marked as “needs improvement” or “unsatisfactory.”
comments describing employee performance may also be included on the summary form.

**The Post Conference**
The post-conference must be held within 7 teaching days of the formal observation, unless waived by both the teacher and the evaluator, at which time a copy of the Certified Staff Evaluation Summary Document shall be given to the certified employee.

**Rebuttal**
The certified employee may submit a written rebuttal to the evaluation summary and have it attached to the summary to be placed in his/her district employment file. The rebuttal shall be initialed by both the employee and the evaluator to signify mutual awareness of the contents.

**Professional Development Plan**
The Professional Development Plan is a form to be completed annually by all certified employees. This plan, to be completed in collaboration with the evaluator, will focus and direct the certified staff employee’s professional growth. The plan may be adjusted or rewritten at any time.

**Employees Receiving Annual Contracts:**

All certificated employees receiving an annual contract (those employees that have been with the district for less than three (3) full years of continuous employment) shall be evaluated at least twice each year, with at least one evaluation completed prior to January 1.

When an employee’s work is found to be unsatisfactory, a reasonable period of probation shall be established by the board. At the end of the probationary period, the board shall decide whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continuing probationary status.

Notwithstanding the provisions of the open meeting law, the decision to place a certificated employee on probationary status may be made in executive session and the employee shall not be named in the minutes of the meeting. A record of the decision shall be placed in that employee’s personnel file. This procedure shall not preclude recognition of unsatisfactory work at a subsequent evaluation and the establishment of a reasonable period of probation.

The employee shall be notified in writing of the areas of work which are deficient, including the conditions of probation.

**Employees Receiving Renewable Contracts:**

The performance of each certificated employee receiving a renewable contract shall be evaluated at least annually. Before the board can determine not to renew a contract for reasons of an unsatisfactory report of the performance of any certificated person whose contract would otherwise be automatically renewed, or to renew the contract of an employee at a reduced salary, the employee shall be entitled to a reasonable period of probation. The period of probation shall be preceded by a written notice from the board with reasons for such probationary period and
with provisions for adequate supervision and evaluation of the person’s performance during the probationary period. The period of probation shall not affect the person’s renewable contract status.

Consideration of probationary status for certificated personnel may be held in executive session. If the consideration results in probationary status, the individual on probation shall not be named in the minutes of the meeting. A record of this decision shall be placed in the teacher’s personnel file.

**Discharge of Certificated Employees:**

Any certificated employee during the annual contract period or with a renewable contract may be discharged only after the following procedures are met:

1. The superintendent or other authorized administrative officer may recommend the discharge of any certificated employee by filing with the board written notice specifying the alleged reasons for discharge.

2. Upon receipt of the notice, the board, acting through its designee, shall give the affected employee written notice of the allegations and the recommendation of discharge, along with a written notice of a hearing before the board prior to any determination by the board.

3. The hearing shall be scheduled to take place not less than six (6) days nor more than twenty-one (21) days after receipt of the notice by the employee. The date provided for the hearing may be changed by mutual consent.

4. The hearing shall be public unless the employee requests in writing that it be in executive session.

5. All testimony at the hearing shall be given under oath or affirmation. Any member of the board, or the clerk of the board, may administer oaths to witnesses or affirmations by witnesses.

6. The employee may be represented by legal counsel and/or by a representative of a local or state teachers association.

7. The chairman of the board or his or her designee shall conduct the hearing.

8. The board shall cause an electronic record of the hearing to be made, or shall employ a competent reporter to take stenographic or steno-type notes of all the testimony at the hearing. A transcript of the hearing shall be provided at cost by the board upon request of the employee.

9. At the hearing, the superintendent or duly authorized administrative officer shall present evidence to substantiate the allegations contained in the notice received by the board.

10. The employee may produce evidence to refute the allegations. Any witness presented by the superintendent or by the employee shall be subject to cross examination. The board may also examine witnesses and be represented by counsel.
11. The affected employee may file written briefs and arguments with the board within three (3) days after the close of the hearing or such other time as may be agreed upon by the affected employee of the board.

12. Within fifteen (15) days following the close of the hearing, the board shall determine and, acting through their duly authorized administrative official, notify the employee in writing whether the evidence presented at the hearing established the truth of the allegations and whether the employee is to be retained, immediately discharged, or be discharged upon termination of the current contract.

LEGAL REFERENCE:
Idaho Code Sections
33-513
33-514
33-515

ADOPTED: 10-12-98
Amended: 08-09-10
A teaching certificate shall be suspended by the Idaho Department of Education after receiving a court order finding that a certificated employee:

1. Is 90 days or $2,000 in arrears for paying child support;
2. Has failed to comply with a subpoena in a paternity or child support proceeding; or
3. Has failed to comply with an order providing for visitation with a minor child.

The teaching certificate suspension shall become final, without additional review or hearing.

A certificated employee, whose teaching certificate is suspended, shall be removed from the certificated employee salary schedule and shall be paid as a substitute teacher until the school district is notified that the suspension no longer exists, or until the end of the current semester or term, whichever occurs first.

Any certificated employee on an annual or renewable contract, whose teaching certificate has been suspended by court order, or by the Professional Standards Commission, is in violation of the terms of the contract.

The board of trustees shall have the discretion to determine whether to retain or dismiss the employee whose teaching certificate is suspended due to failure to maintain a valid teaching certificate.

A certificated employee on an annual contract for the third full year of continuous employment, whose certificate has been suspended, shall no longer be considered for a renewable contract since that employee did not have a valid certification in effect for the required duration of time. If the employee remains employed with this district, and the suspension to his/her certificate is lifted, the employee shall be treated as a first-year employee for renewable contract purposes.

A certificated employee, on a renewable contract whose certificate has been suspended, may be terminated from employment after receiving a due process hearing, as required by law. The issue to be heard by the board of trustees at the due process hearing under this policy will pertain to whether the employee has a suspended certificate, and is thus not qualified to hold a certificated position in this district.

Section 400 Index
This policy shall be in full force and effect on and after January 1, 1997.

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LEGAL REFERENCE:
Idaho Code Sections
7-1401 et seq.
33-513(5)
33-514
33-515
33-1201 et seq.

ADOPTED: 10-12-98

*Reviewed by the Supervisor of Teacher Education and Certification, Idaho Department of Education.
When the board determines that it is in the best interest of this school district to reduce the number of continuing contract employees because of a financial emergency, decrease in enrollment, changes in curriculum, reorganization, or consolidation, a reduction in force may occur.

If it is determined necessary by the board to reduce the number of continuing contract staff members, the board shall effect the reductions by implementing this policy after having attempted to reduce the staff to a desired number through attrition and/or reassignment or other means that may be available to the board at that time.

The terms for a reduction in force shall include:

1. Staff reduction procedures shall apply only to continuing contract, personnel.

2. Staff reduction will be based on seniority, certification, and endorsement held at the time of implementation of reduction in force. Employees reduced under this policy shall be presumed to have been performing satisfactorily.

3. Seniority will be determined by continuous service in this district from the first contract day of the school term in which the certificated employee was hired. Contracted employees hired during the course of an ongoing school term shall have their seniority determined from the first day of job employment. Personnel on approved leave shall be considered as having remained on continuous service. However, the time period in which the individual was on leave shall not be counted in the years of total service unless the individual meets the terms set forth in the military leave policy. Those employees hired on a less than full-time basis will have seniority computed proportionately to the term of their contract, i.e., one half time contract equals one half year of service.

4. Seniority shall be determined by data obtained from the official records of contracted staff members on file in the district as of the date that the board implements the reduction for its policy period.

5. If two (2) contracted employees have the same continuous service, the following sequence shall be followed until the tie is broken:
   a. Total contracted service in the school district;
   b. Contracted service in other public and/or private schools as a certificated school employee;
   c. Highest educational status held at the time of implementation of this policy;

Section 400 Index
d. Highest educational status attained from the salary schedule;

e. The greatest number of college credits.

f. Any contracted employees having identical seniority after following the above-stated sequence shall draw lots for places in any available teaching positions for which they qualify.

6. Any employee affected by the reduction in force shall be allowed to compete with other similarly situated employees for any and all positions for which they are qualified.

Contracted staff members not affected by this reduction in force policy may be reassigned and may have extra duty assignments removed with appropriate reductions of salaries from pre-existing salary levels. In the event that an administrative position becomes available in this district while the reduction in force policy is in effect, the board is not obligated to follow the seniority criteria as set forth above, but rather may select an individual it deems to be the most qualified individual for that position.

7. Those individuals on a continuing contract who are affected by the implementation of this reduction in force policy shall be notified in writing of the non-renewal of their contract not later than the fifteenth (15th) day of May. For those individuals on annual contracts affected by the implementation of this reduction in force policy, notice shall be given in writing no later than the twenty-fifth (25th) day of May.

8. Any continuing contract employee laid off pursuant to this policy shall have recall rights for three (3) calendar years from the effective date of the layoff. Such recall rights or opportunities shall also be based upon seniority and shall recur in the reverse order of the layoff. When the district determines that a position is available for which an individual is qualified, the district shall attempt to contact the former employee for a period of seven (7) days by person and/or certified mail. The employee shall have ten (10) days after being contacted to accept or reject in writing the contract offer. If the district is unsuccessful in contacting the employee during the seven (7) days, or if the employee rejects the contract offer, the employee forfeits any future recall rights and the district shall offer the position to the next qualified person on the recall roster. It shall be the responsibility of each former employee on the recall roster to provide a current mailing address, place of residence, and telephone number, or other means by which to contact the former employee.

9. The recalled employee will return with no loss of prior service credit placement on the current salary schedule. Any employee who has been recalled is entitled to credit on the salary schedule for any contracted teaching experience gained during the layoff and for additional college course work completed.
10. Any employee wishing to challenge the district’s determination of seniority using the criteria set forth above, must file a written challenge within ten (10) days of notification of seniority. The superintendent or his or her designee shall review the written objection and the criteria used in making the initial determination. If it is determined that seniority has been appropriately determined, the determination is final. If it is determined that an error was made in calculating seniority, any other employee or prior employee adversely effected shall be notified of the change.

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LEGAL REFERENCE:
Idaho Code Sections
33-514
33-515

ADOPTED: 8-13-2007
The board shall follow the terms of any negotiated agreement mutually agreed upon by the board and the organization designated to represent the professional employees.

In the event a conflict exists between the negotiated agreement and state or federal law, state or federal law will prevail unless a provision exists allowing the negotiated agreement to prevail.

The board may, without negotiation or reference to any negotiated agreement, take action that may be necessary to carry out its responsibilities due to situations of emergency or acts of God.

LEGAL REFERENCE:
Idaho Code Section 33-1276

ADOPTED: 10-12-98

Section 400 Index
The District shall have in place a plan for “Pay for Performance” provisions of compensation as such is addressed in Section 33-1004I, Idaho Code and any related provision of the Idaho Administrative Procedures Act, as such may change from time to time.

This plan as such relates to local shares for student achievement growth and excellence shall be developed in consultation with certificated employees of the District. The local share awards identified in any plan presented for Board approval shall be based upon one or more of the criteria specifically enumerated by the Idaho Legislature.

Legal Reference:  I.C. § 33-1004I  Pay for Performance

Policy History:
Adopted on:  3-12-2012
Revised on:
Each certificated employee of the district is entitled to release time for service on committees and commissions established by the State of Idaho, or established by the Legislature, or established by any of the departments or agencies of the State of Idaho.

Each certificated employee shall be entitled to five (5) days of release time, and additional time would be allowed at the discretion of the board.

The certificated employee shall not lose any salary or other benefits because of release time for service on any committee or commission. The employee shall not be required to make up any release time spent in serving on any committee or commission. The amount of any honorarium or compensation received for services on committees or commissions, except actual and necessary expenses, shall be deducted from salary otherwise due the certificated employee.

LEGAL REFERENCE:
Idaho Code Section 33-1279

ADOPTED: 10-12-98
One of the Board’s personnel goals is to recruit, select and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed according to the following guidelines:

1. The District may employ certificated teachers and administrators as “at will” employees who are receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification. Said employees are hereinafter referred to as “retiree” or “retirees”.
   a. These employees shall be employed on a Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction.

2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teacher’s association.

3. Retirees employed consistent with this policy and state law shall accrue one (1) day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District will not provide health insurance / life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who have: A) reached the Rule of 90; B) are not participating in the early retirement program; and C) who are retired on or after 62 years of age.

7. Employees hired pursuant to this policy and who are assigned to work in a specific district building will only be hired and placed into the building upon the approval and consent of the building principal as per Idaho Code 33-523.
Employing Retired Teachers and Administrators—continued

Legal Reference:

I.C. § 33-1004H  Employing Retired Teachers and Administrators
I.C. § 33-523    Principals to Determine new Staffing
I.C. § 33-513    Professional Personnel
I.C. § 33-1228   Severance Allowance at Retirement
I.C. § 59-1356   Employment of Retired Members

Cross Reference:  5100             Hiring Process and Criteria
The term non-certificated personnel shall include those persons employed by the school district who are not required by law to have a teaching certificate for qualification. These shall include but not be limited to the following:

1. Educational assistants
2. Custodial and maintenance employees.
3. Clerical employees.
4. Lunch room employees.
5. Bus drivers.
6. Extra help for summer maintenance.

Job specifications and job descriptions shall be established by the school administration for all positions that require non-certificated personnel. All job descriptions and job specifications shall be approved by the board of trustees.

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LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The school board annually will decide if the district has the financial stability and stable revenue expectations to warrant offering contracts/work agreements to non-certificated employees for any given school year; otherwise these employees will be “at will” employees as defined by Idaho Code 33-517.

Non-certificated personnel shall be evaluated not less than once per year and must have an opportunity to review and sign the evaluation before it is placed in the employee’s personnel file. Personnel who are non-certificated have no right to a probationary period under Idaho law if it is determined that employment should be terminated for poor performance. Any termination decision will be a school board decision.

Written job descriptions for all non-certificated employees shall be available for all employees or persons seeking employment.

LEGAL REFERENCE:
Idaho Code Section 33-517

ADOPTED: 10-12-98

Section 400 Index
A non-certificated employee shall be allowed to work additional hours beyond those normally scheduled only on the approval of his/her immediate supervisor. Documentation shall be maintained by the employee and given to the payroll clerk verifying the additional hours worked.

An employee who has worked more hours than is allocated to that position, but less than 40 hours a week shall be allowed to take the extra-duty hours as “comp time” at the rate of one hour for each extra-duty hour.

An employee who has worked more than 40 hours in a week shall have the choice of receiving:

1. “Comp time” at the rate of one and one-half (1 ½) hours for each hour worked over 40 hours; or

2. Payment for the additional hours worked over 40 hours a week.

This district shall follow all requirements set forth in the Fair Labor Standards Act.

LEGAL REFERENCE:
Fair Labor Standards Act
29 U.S.C. 201 et seq.
29 C.F.R. Section 778.100

ADOPTED: 10-12-98

Section 400 Index
Full-time regular employees (12 months) are entitled to one week of vacation with pay after the first year of employment. Thereafter, full-time employees shall be entitled to two weeks of paid vacation.

The superintendent of schools shall establish a vacation schedule for all non-certificated employees of the district.

Vacation time may not accrue from one year to the next.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98

Section 400 Index
GENERAL

Statement of Guiding Principles ........................................ 500
Student Handbooks .......................................................... 502
Student Drug, Alcohol and Tobacco ................................. 504
Sexual Harassment .......................................................... 506
Student Publications ......................................................... 508
Foreign Exchange Students .............................................. 510
Exclusion for Communicable Disease ............................... 512
Exclusion for Head Lice .................................................... 514
Health Records and Emergency Care ................................. 516
Immunization Requirements ............................................. 518
Administering Medications ............................................... 520
Acquired Immune Deficiency Syndrome ......................... 522
Student Records ............................................................... 524
Student Suicidal Tendencies ............................................ 526
Equal Education and Non-Discrimination ....................... 527
Homeless Policy ............................................................... 529
Student Questioning ......................................................... 531
Admission Testing for Students ........................................ 533

ATTENDANCE

Proof of Age and Identification ........................................ 540
School Attendance .......................................................... 544
Elementary Parent Pickup ................................................ 545
Student Driving Privileges ............................................... 548

DISCIPLINE

Maintenance of Orderly Conduct ..................................... 556
Prohibition of Weapons ................................................... 558
Cell Phones/Electronic Devices ........................................ 559
Searches by School Officials ............................................ 560
Student Suspension.......................................................... 562
In-School Suspension....................................................... 563
Student Expulsion............................................................. 564
Denial of Enrollment to Students Expelled From .......... 565
Another School
Disciplining Students with Disabilities ......................... 566
Corporal Punishment........................................................ 568
Theft or Destruction of School Property ....................... 570
Prohibition of Gang Activities ............................................ 572
Assaults ............................................................................ 574

ACTIVITIES
Interscholastic Activities.................................................... 582
Eligibility and Participation in Interscholastic Activities .... 584
Cancellation of School Activities Due to Weather.......... 585
Athletic Activities Insurance ............................................. 586
Student Athlete Drug Testing ............................................ 587
Extracurricular Awards................................................... 588
Transportation to School-Sponsored Activities .......... 590
Student Automobiles and Motorcycles ......................... 591
Class “Sneaks” .............................................................. 592
Detention ......................................................................... 593
School Referral System ................................................... 594
Retention .......................................................................... 595
Student Dismissal Precautions ...................................... 596
Student Work Permits ....................................................... 597
Student Withdrawal From School ................................. 598
Pregnant and Married Students ....................................... 599
Every student has a basic right to attend school. His or her primary purpose in attending school is to engage in learning, and his or her cooperation and dedication is fundamental to quality education.

The board of trustees seeks to protect the rights of each student and promote the welfare of the student body. These student personnel policies are intended to provide quality experience for students in all activities related to the educational program. Each student should have the experience that will enable him or her to become a useful and productive citizen.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
All student handbooks are approved policy and are identified under the above policy number. The complete student handbook for each school is on file at the district administration office and at the respective schools.

LEGAL REFERENCE:
Idaho Code Section 33-512(6)

ADOPTED: 10-12-98
Philosophy

Camas County School District recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement with drugs and alcohol may cause problems in their daily lives. We also recognize that in many instances, a student's involvement can lead to the illness of chemical dependency and alcoholism. We support prevention, education, early intervention and appropriate referral. Our intent is to identify and document any behavior/appearance which would be considered problematic to the student. We will be involved in disciplinary action when needed.

We believe in the value of training employees to help recognize students in need and to increase awareness levels with respect to substance abuse. We wish to encourage continuing training in this area among employees through the school district programs and through our employees' own efforts.

Camas County School District believes that, along with the parents/guardians and the community, the schools have a role to play in helping students understand the health risks and total dangers of alcohol and drug use. Therefore, we will cooperate by acting as a resource to students, parents/guardians and teachers. Our intent is to act as an educator, identifier, referring agent and to promote the safety, health and well-being of our students. Our ultimate goal is to develop and maintain a healthy community.

Policy Statement

Camas County School District policy and regulations involving substance abuse are based upon the laws of the State of Idaho, and the violation of those laws will subject violators to disciplinary measures.

It is the policy of the board of trustees of Camas County School District (hereinafter referred to as "the Board") to maintain a comprehensive Student Assistance Program (hereinafter referred to as "the SAP") in all grades, K-12. The SAP shall include age-appropriate, developmentally based drug and alcohol education and prevention curriculum as well as identification, referral and intervention in cases of substance abuse and other at-risk behavior (i.e., grief and loss issues, eating disorders, depression, etc.).

Control of the entire SAP shall be in the hands of the Student Assistance Team (hereinafter referred to as "the SAT") which is comprised of trained school district staff members. The SAT will perform its tasks under the guidance of the Board and in accordance with school district policy.
The school district curriculum shall provide all students with information about: (1) The dangers of alcohol and other substance abuse; (2) Self-concept; (3) Decision-making; (4) Information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The Board recognizes its responsibility to: (1) Establish discipline policies and procedures in relation to student alcohol, tobacco and drug use; (2) Provide continual staff training; (3) Encourage other alternatives for helping students and their families which exist within the community; (4) Sponsor community education/awareness activities related to alcohol and other drug education.

Definition of Terms

1. **SAP:** Student Assistance Program

2. **SAP Coordinator:** The person responsible for the organization and administration of the SAP. This person is also responsible for maintenance of the referral process and confidential records.

3. **SAT:** Student Assistance Team. This is comprised of a group of trained school staff with the responsibility of working in conjunction with the administration in planning, coordinating and implementing the SAP within the school district.

4. **Referral:** A request for assistance as it pertains to a student's possible at risk behavior.

5. **Intervention:** The process by which designated members of the SAT share information and concerns about a student with the student's parents/guardians. Recommendations for student assistance will be made by the SAT to the student's parents and/or guardians. A drug/alcohol assessment may be recommended to "rule out" the possibility of drug/alcohol usage.

6. **Chemical Involvement:** Whenever a student has consumed, taken or is under the influence of drugs/alcohol on or near school property, during school hours or at a school-sponsored activity.

7. **School Property:** Includes, but is not limited to, school buildings, school facilities and school grounds within the entire school district campus. School Property also includes school buses, at or near school bus stops and any other facility being used for a school district function.

8. **Extracurricular Activities:** Any function or event sponsored by the school(s), including but not limited to, sporting events, dances, field trips, student government, pep club, honor society and ski club.
9. **Alcohol Beverage:** Any beverage which contains alcohol, including but not limited to, beer, wine, wine coolers and liquor.

10. **Controlled or Dangerous Substance:** Any controlled substance as defined by Idaho Code 37-1701 (d)(e)(k) or any other substance used in a manner dangerous to the health of the user.

11. **Paraphernalia:** Any object being used in the consumption, production, sale or distribution of a controlled or illegal substance.

12. **Substance:** Any alcohol beverage, any controlled substance, any illegal or mind-altering substance or any abused substance.

13. **Tobacco Products:** Any product which contains tobacco, including but not limited to, cigarettes, pipe, cigars and chewing tobacco.

14. **Look-Alike Products:** Products which signify the appearance of drug or alcohol paraphernalia. These may include, but are not limited to, brown bottles which look like beer bottles, round cans which look like Copenhagen and bubble gum cans which look like Copenhagen.

15. **Distribution:** The process of sharing and/or selling alcohol, tobacco products and any other controlled or dangerous substance to other students or persons on or near school district property or at a school sponsored activity.

16. **Found:** Evidence that the student has involvement in usage, possession and distribution of alcohol, tobacco products or other controlled or dangerous substance. Self-referral is no longer an option under these conditions.

17. **Possession:** To have controlled substances, tobacco products and/or alcohol on a student's person or within an area of a student's control which includes, but is not limited to, an automobile or truck, student locker, books and clothing on or near school district property at any time of the day and night.

18. **Intervention Trained:** School district employees who have completed a state accredited course related to illegal drugs, their physical characteristics, their psychological effects and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom.

19. **Reasonable Cause/Suspicion:** An act of judgement by an intervention trained certificated employee which leads to a reasonable and prudent belief that a student is in violation of "use" or "under the influence."
Search and Seizure:

NOTE: School district equipment (such as lockers and desks) are subject to inspection without prior notice to students, parents or staff.

A search of the student's person and/or property shall be limited to a situation where there is reasonable suspicion that the search will provide evidence that the student has violated or is violating either the law or the rules of the school district. Illegal items or other possessions which constitute a threat to the health, safety or security of the possessor or others may be seized by school district personnel.

Reasonable cause to believe a student has violated school rules or policies concerning alcohol, tobacco products, controlled or dangerous substances and drug paraphernalia may result in disciplinary actions. All contraband shall be confiscated by school district personnel and/or law enforcement authorities.

I. NON-DISCIPLINARY PROCEDURES

A. Self-Referral: If a student voluntarily requests assistance from school district personnel concerning an alcohol and/or drug problem, there shall be no discipline measures imposed upon the student in question. The student will meet with the SAT members OR SAT members and parents/guardians to discuss the identified problems in an attempt to develop an appropriate program for the student.

B. Staff Referral: If a student is exhibiting signs of possible substance usage (i.e., increased tardiness, absenteeism, lowered class performance, outbursts in class, apathy, increased complaints of illness, etc.), a school district staff member shall advise the SAP Coordinator of his/her concerns by completing a Student Referral Form documenting the observed behavior.

1. A Student Referral Form will be given to all teachers and school district staff members for the purpose of recording possible at-risk behavior.

2. The school counselor shall immediately contact the student's parents/guardians with respect to receipt of the Student Referral Form.

3. The SAT will discuss all school district staff member responses as they appear on the Student Referral Form and will make appropriate recommendations for the affected student to participate in support groups and receive counseling and/or formal drug and alcohol assessment.

C. Other Referrals: If a parent, peer or other concerned party wishes to make a referral on a student, they shall complete a Student Referral Form and submit said Form to the SAP Coordinator. Repeat procedures I. B-1, 2, 3, 4.

II. DISCIPLINARY ACTIONS

Disciplinary action will be taken if the student(s) are found to be using (or are in possession of) any alcoholic beverage, tobacco product, look-alike substance, controlled substance or are in possession of paraphernalia during school or while attending a school district sponsored event. Offenses are cumulative within the elementary level (K-5), middle level (6-8) and secondary level (7-12).

A. Elementary (K-5)

1. First Offense: Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The administrator has jurisdiction over any suspensions, in-house or otherwise, which he/she feels are appropriate.

2. Second (Or Additional) Offenses: Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The student will be suspended from school for five (5) school days. The administrator may reduce the suspension to three (3) school days if the student and parents/guardians agree to participate in the SAP and receive formal drug and alcohol assessment provided by a state approved alcohol/drug agency. Any expenses incurred for any drug and alcohol assessments shall be the responsibility of the student and/or their parents/guardians.

B. Middle Level (6-8)

1. First Offense: Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The student will be suspended from school for five (5) school days and will be deemed ineligible for participation in all extracurricular activities (including practices) for a period of two (2) months from the date of return to school. The administrator may reduce the student suspension to three (3) school days with the loss of extracurricular activities to two (2) weeks if: The student and parents/guardians agree to participation in the SAP and agree to a formal drug and alcohol assessment provided by a state approved drug/alcohol agency. Any expenses incurred for any drug and alcohol assessments shall be the responsibility of the student and/or their parents/guardians. The initial student suspension and loss of extracurricular activities may be reinstated by the administrator if the student fails to "follow through" with the recommendations stated above. Documentation that a formal drug/alcohol assessment was completed must be submitted to the administrator before extracurricular privileges are reinstated.

Section 500 Index
2. **Second Offense:** Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The student will be suspended from school for five (5) school days with the possibility of receiving an additional five (5) school day suspension as authorized by the school district superintendent. The student will be dismissed from any extracurricular activities for the remainder of the year. The administrator may reduce the student suspension to five (5) school days and the loss of extracurricular activities to two (2) months if: **The student and parents/guardians agree to participation in the SAP and agree to a formal drug/alcohol assessment provided by a state approved drug/alcohol agency.** Any expenses incurred for any drug and alcohol assessments shall be the responsibility of the student and/or their parents/guardians. Documentation that a formal drug/alcohol assessment was completed must be submitted to the administrator before extracurricular privileges are reinstated.

3. **Third And/OR Subsequent Offenses:** Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. A **third offense will require that the student meet with the board of trustees and may result in a possible expulsion from school.**

D. **Secondary (9-12)**

1. **First Offense:** Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The student will be suspended from school for five (5) school days and will be deemed ineligible for participation in all extracurricular activities (including practices) for a period of two (2) months from the date of return to school. The administrator may reduce the student suspension to three (3) school days with the loss of extracurricular activities to two (2) weeks if: **The student and parents/guardians agree to participation in the SAP and agree to a formal drug and alcohol assessment provided by a state approved drug/alcohol agency.** Any expenses incurred for any drug and alcohol assessments shall be the responsibility of the student and/or their parents/guardians. The initial student suspension and loss of extracurricular activities may be reinstated by the administrator if the student fails to "follow through" with the recommendations stated above. Documentation that a formal drug/alcohol assessment was completed must be submitted to the administrator before extracurricular privileges are reinstated.

2. **Second Offense:** Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. The student will be suspended from school for five (5) school days with the possibility of receiving an additional five (5) school day suspension as authorized by the school district superintendent. **[NOTE: The student and parents/guardians will be notified that high school credit for all classes may be denied for the semester in question as outlined in the school district's 90% Attendance Policy. Policy Number 544]** The student...
will be dismissed from any extracurricular activities for the remainder of the year. The administrator may reduce the student suspension to five (5) school days and the loss of extracurricular activities to two (2) months if: The student and parents/guardians agree to participation in the SAP and agree to a formal drug/alcohol assessment provided by a state approved drug/alcohol agency. Any expenses incurred for any drug and alcohol assessments shall be the responsibility of the student and/or their parents/guardians. Documentation that a formal drug/alcohol assessment was completed must be submitted to the administrator before extracurricular privileges are reinstated.

3. Third And/Or Subsequent Offenses: Law enforcement authorities will be contacted immediately and parents/guardians notified by the administrator. A third offense will require that the student meet with the board of trustees and may result in a possible expulsion from school.

LEGAL REFERENCE:
Idaho Code Sections
   33-205  37-2705
   20-516 37-2732C
   33-210
Drug-Free Schools and Communities Act of 1988
   P.L. 100-690 and all subsequent amendments
Individuals with Disabilities Education Act and
   P.L. 94-142 and subsequent amendments
Section 504 of the 1973 Rehabilitation Act
Americans with Disabilities Act

ADOPTED: 10-12-98
It is the policy of this school district to maintain a learning environment that is free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. This policy applies to all conduct on the district's premises and to conduct off the district's premises that has an effect upon a student's educational environment.

**DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conducts, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to sexual overtures or conducts that are not welcome, that are personally offensive, that effect morale, that may create a hostile environment, and that, therefore, interfere with the student's ability to study or participate in school activities.

**REPORTING PROCEDURES:**

1. Students who believe they are being harassed should report the situation to school personnel.

2. Any employee receiving a report of harassment from a student shall report the matter to the building principal immediately. In the event the complaint involves the principal, the matter shall be reported to the superintendent of schools.

3. Any employee who becomes aware of a sexual harassment situation involving a student has an obligation to report the situation to the building principal or superintendent of schools immediately. Any student who becomes aware that a fellow student is being subjected to sexual harassment should report the incident to a counselor, a teacher, the assistant building principal or the building principal.

**INVESTIGATION:**

When a report of sexual harassment is received by the principal or the superintendent, immediate steps shall be made to do the following:

1. Notification given to parents an/or guardians of any involved students.

2. Obtain a written statement from the complainant regarding the allegations;

3. Obtain a written statement from the accused;
4. Obtain written statements from witnesses, if any; and

5. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the principal/superintendent may conduct the investigation. The investigation should normally be completed within ten (10) working days.

If the allegation of sexual harassment involves a teacher or other school employee, the principal shall submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of sexual harassment involves a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion may be taken against the offender.

If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record. No record of the allegations will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegations.

In the event that the investigation discloses that the complaining student has falsely accused another of sexual harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

No retaliation shall be taken by this district, or by any of its employees or students against a student who reports sexual harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of sexual harassment may be subject to the same disciplinary action provided for sexual harassment offenders. Those persons who assist or participate in an investigation of sexual harassment are also protected from retaliation under this policy.

CONFIDENTIALITY:

Any investigation shall be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse shall be reported to the proper authorities as set forth in the policy entitled “Investigating and Reporting Suspected Child Abuse, Abandonment or Neglect.”

LEGAL REFERENCE:
Title IX of the Education Amendments of 1972

ADOPTED: 10-12-98

Section 500 Index

SECTION 500: STUDENTS © 1996 Elaine Eberharter-Maki
Included in this district’s curriculum may be school publications or other expressive activities that are designed to impart particular knowledge or skills to the student participants. These publications are not a public forum. School administrators and classroom teachers are entitled to regulate the contents of school publications in any reasonable manner.

LEGAL REFERENCE:
Bethel School District No. 403 v. Fraser, 106 S. Ct. 3159 (1986);

ADOPTED: 10-12-98
The following criteria will be utilized in allowing foreign exchange students to enroll at the high school:

1. Any exchange student program wishing to place students in this school district must submit an application and gain approval prior to the placement of any student(s).

2. Sponsoring organizations shall provide to the district all necessary information pertinent to the exchange student who is planning to attend school in this district.

3. The exchange student will be expected to follow by all rules, regulations, policies, and fees required of regular resident students.

4. This district reserves the right to deny admittance to any exchange student or exchange student program.

5. Foreign exchange students who complete their senior year at the high school will be eligible for a "honorary high school diploma" and may take part in the end of the year graduation and ceremonies.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
Pursuant to authority in Section 33-512.7 appropriate school officials shall have power to exclude from school students with contagious or infections diseases or who are under quarantine; and to close school on order of the State Board of Health or local health authorities.

LEGAL REFERENCE:
Idaho Code Sections
33-512.7

ADOPTED: 10-12-98
Head lice is a common condition in the school age child. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items.

The school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit and lice free.

CASE FINDING:

1. At the beginning of each academic year, after Christmas break and Spring break, all students (K-5) may be examined for head lice. Any new student may be examined upon request for entry to school.

2. When a case is found, all the children in the classroom will be examined as well as siblings in the school. Also, a notification of head lice letter is to be sent home to all parents of children in the classroom the same day the case of head lice is discovered.

3. If five (5) or more children appear to be infested, an examination of the entire school may be done.
   a. Lice patrol may be implemented in outbreak times. Parent volunteers attend class to identify suspect cases and importance of confidentiality.
   b. With five infested students, bimonthly examinations of the entire school should be done.
   c. The other two weeks should be used by the health care provider or designee to reexamine the infested students.

ADMINISTRATIVE HANDLING:

1. Each infestation will be recorded. The following information shall be entered: name, age, grade, teacher, bus number, date the infestation was discovered, type of treatment, date student returned to school after treatment.

2. Each new infestation shall be recorded, even if the child has previously been treated and declared free of head lice and nits.

3. Parents of infested students will be requested orally and in writing to come to school and take the child home. Parents shall be shown some of the nits in order to:
   a. Demonstrate that the child is infested; and

Section 500 Index
b. Enable parents to see what a nit or louse looks like and thus gain the information needed to examine other family members for infestation.

4. Proof of treatment (note from physician or shampoo box top or explanation from parent) must be given to the health care provider or designee prior to the student returning to school. The child will be reexamined for lice or nits before readmission. If a child returns to school the same day as diagnosis and treatment, the child will have to be in a different set of clothing. If after any infestation, the child is not treated as set forth, he or she may be refused readmission to school and sent home with a copy of a second letter to parents. The parents shall also be sent a separate letter. If a child has been treated twice and is still coming to school with nits and lice, parents will be required to bring the child to school for seven continuous days to be checked before regular admission to school will be allowed. If a child returns without receiving any treatment, or if the principal or health care provider knows in advance that the family cannot afford treatment, the principal may do one or all of the following:

   a. Request direct follow-up by the local health department.
   
   b. Provide enough medication to treat the infested student and infested members of his or her household. Medication may be furnished by the school system or the school's health care provider.

PREVENTING TRANSMISSION:

5. When an outbreak of pediculosis is recognized at school, classroom activities involving frequent body to body or head to body contact between students should be temporarily suspended.

6. During outbreak, group work around classroom tables should be temporarily suspended or every other chair spacing used.

7. Rules applicable to riding school buses should be more strictly enforced during outbreaks. Especially limiting two (2) children per seat and having children sit with the same person until the outbreak is under control.

8. The following may help to prevent transmission:

   a. Policy assigning hooks in the classroom.
   
   b. Hats to be kept in coat sleeves or pockets and coats kept in backpack or plastic bag.
   
   c. Clothes should be segregated in areas where adequate facilities for hanging coats are not available.
d. Play on carpeted areas should be suspended.

e. Bedding in nurse's office should not be used.

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LEGAL REFERENCE:
Idaho Code Sections
   33-512.7
ADAPA 16.02.10.025.032 c.iv
IDAPA 02.10020.28

ADOPTED: 10-12-98
Each school within this district shall maintain the following health records for each student:

1. A record showing the medical history and pertinent information relating to immunizations; and

2. Information pertaining to each student setting forth:
   a. The name of the family doctor;
   b. The name of a contact person in case the parent/guardian can not be reached in an emergency;
   c. Any physical or medical condition the student might have that may require school personnel attention;
   d. Authorization from the parent to take the child for medical attention in an emergency if the parent is not available.

All employees of this district shall protect the health of the public school students and shall take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school-sponsored event.

LEGAL REFERENCE:
Idaho Code Section 33-512(4)
Doe v. Durtschi, 110 Idaho 466 (1986)

ADOPTED: 10-12-98
For use in regard to possible injuries while participating in the ski program, athletic and other extra-curricular activities, playground or other medical needs on campus during the regular day.

In all cases where a student needs medical attention, we will first attempt to contact parents or guardians. It is getting more and more difficult to get emergency medical care if a consent form is not on file. Therefore, to help us get the proper care for your students if we cannot contact parents or guardians, we are asking that this consent form be completed. Please complete one form for Each of your students and return the forms to classroom teachers or to the building secretary.

I/we authorize, for the period beginning August 1, 2016 and continuing until revoked in writing, Soldier Mountain Ski Resort or the Camas County School District 121 to activate emergency medical transportation and /or treatment for the student listed on this form in the event of an accident or serious sudden illness. I/we understand that the Ski Resort or the school district will not be responsible to pay for emergency services.

________________________________________________________________________
Parent or Guardian Signatures                                      Date of Signature
________________________________________________________________________
Home Phone            Work Phone            Home Address

Any other person to contact if parent or guardian is not available - include phone number?

Special Instructions and/or special medical information about the student such as allergies to medications or other specific medical information:

________________________________________________________________________
Student Name            Current Grade            Birthday

OPTIONAL INFORMATION:

____________________________________________________
Family Physician contact information

____________________________________________________
Insurance company and policy number
At the time of first admission to any of the public schools within this district, and before attendance, all students must present an immunization certification statement signed by a physician or a physician’s representative stating the type, number and dates of immunizations received.

All children are required to have the following immunizations:

1. One (1) dose of Measles, Rubella and Mumps vaccine administered to the child on or after his/her first birthday; and

2. Diphtheria, Tetanus (DT Pediatric) and/or Tetanus, Diphtheria (Td). Any combination of four (4) or more doses of DTP (Diphtheria, Tetanus, Pertussis), DT Pediatric (Diphtheria, Tetanus) and/or Td (Tetanus, Diphtheria) vaccine, unless fewer doses are medically recommended; and

3. Three (3) or more doses of Polio vaccine, unless fewer doses are medically recommended.

For a child who is not immunized, excepted or exempted from immunization requirements, and who is in the process of receiving, or has been scheduled to receive the required immunizations, the school in which the child is seeking to enroll must be provided at the time of first admission and before attendance the following information on a form provided by the Idaho Department of Health and Welfare, or on a substantially similar form:

1. Name and age of the child;

2. School attending and grade in which the child is enrolled;

3. Type, number and dates of immunizations administered;

4. Signature of the legal parent, custodian or guardian providing the information; and

5. Signature of a physician or physician’s representative.

If a child is admitted to school and fails to continue the schedule of intended immunizations, that child shall be excluded from school until documentation is presented setting forth the administration of the required immunization(s) by the child’s legal parent, custodian or guardian.

A child who supplies documentation to the school of one (1) or more of the following conditions is not required to undergo the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above; or

2. A signed statement of a licensed physician stating that the child has had Measles or Mumps disease diagnosed by the physician upon personal examination.
A child who supplies documentation to the school of one (1) or both of the following conditions is not required to undergo the required immunization(s) for which the condition(s) exist:

1. A signed statement of a licensed physician that the child’s life or health would be endangered if any or all of the required immunizations are administered; or

2. A signed statement of the legal parent, custodian or guardian on a form provided by the Idaho Department of Health and Welfare setting forth the following information:
   a. Name of the child; and
   b. A statement of objection on religious or other grounds.

A child not in compliance with this policy upon first admission in preschool or kindergarten (K) though grade twelve (12) shall be denied attendance by this school district. Any child denied attendance shall not be allowed to attend any schools within this district until he/she is in compliance with this policy.

This district shall also exclude from school, students with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease or those who are not immune and have been exposed to a contagious or infectious disease. This district shall also close school on order of the state board of health or the local health authorities.

LEGAL REFERENCE:
Idaho Code Sections
33-512 (7)
39-4801
39-4802

Idaho Department of Health and Welfare Rules
IDAPA 16.02.15

ADOPTED: 10-12-98
If a student must take medication during the school day, the following guidelines shall be followed:

**Prescription Medications**

1. The parent/guardian must submit a written request to this district if a school is being asked to administer medication.
2. The medication must be in its original container.
3. The student’s name, prescription number, doctor, and directions must be clearly set forth on the container.

**Non-prescription (over the counter) Medications**

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent/guardian’s signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student’s name and directions for administering the medication must be written on the container.
3. Secondary school students may keep and administer their own medication, but they may bring only one day's supply of medication to school. A note from the parent/guardian should be on file in the office or in the student's possession stating the name of the medication, the reason for taking it, and the dosage.

**Additional Guidelines**

1. All medications shall be kept in a secured area in the school office or Nurse’s office.
2. It is the student’s responsibility to come to the office at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so.
3. No medications, prescription or non-prescription, shall be dispensed by a teacher, secretary or other personnel to a student without written permission.
4. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students upon request. Students must supply their own medications.
5. Any medication which a student must have in case of emergency will be kept in an easily accessible location.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
PHYSICIAN'S AND PARENTS' REQUEST
FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

1. Name of pupil ___________________________ Birthdate

2. Address ___________________________ Grade _____ Teacher

3. Physical condition for which drug is to be given. (If allergic in nature, please specify what type of reaction and indicate in detail those visible symptoms which would give rise to the necessity of administering the medication.)

4. Medication

5. Dosage and Method of Administration

6. Possible reactions that need to be reported to the physician

7. Disposition of pupil following administration of medication, i.e., rest, home, hospital, doctor’s office, return to class.

The above medication cannot be scheduled for other than during school hours and such medication may be administered by medically-untrained school personnel whenever necessary.

8. Date of Request

9. Medication to continue as above until (date)

10. PHYSICIAN’S SIGNATURE

11. Address ___________________________ Telephone

PRINCIPAL’S SIGNATURE ___________________________ Date
PARENT’S SIGNATURE ___________________________ Date

MEDICINE ITSELF IS TO BE LABELED WITH ITS NAME, METHOD AND DOSAGE TO BE USED, TIME OF DAY TO BE TAKEN, AND THE STUDENT’S NAME.

AUTHORIZATION FOR MEDICATION ADMINISTRATION

To be completed by Parent:

Student’s Name ___________________________ Grade _______ Date
Birth Date ___________________________ School
Parents Name: Father ___________________________ Mother
Telephone: Home ___________________________ Emergency Contact
Father’s Work ___________________________ Mother’s Work
Physician ___________________________ Clinic
Hospital ___________________________

When requested by a physician, medication may be administered during school hours. This form must be completed and signed by the physician or school nurse and by the parent or guardian. The school nurse is the only staff member who is qualified to supervise the administration of drugs in the schools. The teacher or other person designated and instructed by the nurse may administer drugs to students with nurse’s
Proper Storage of Medication in Schools

- All medication is to be stored in a locked drawer or cabinet when it is not being administered. Do not leave unlocked medication unattended.

- Medication orders will be attached to the medication log and kept with the medication container in a plastic storage bag. These orders and medication log will be checked by the School Nurse. If desired, the student drinking cup may also be kept in the storage bag.

- Medication that is to refrigerated can be kept in the faculty refrigerator as long as it is labeled with the students name and kept in a storage bag.

- All liquid preparations should be shaken (including inhalers) prior to use.

- Parents are to bring prescription medication to school in a properly labeled container. If they are unable to bring the medication to school, they may send the medication to the school with their student. They must call the school office giving notification of the amount of medication sent to school with their child.

- Responsible (as determined by the school nurse) elementary students and most secondary students may bring one day’s medication with them in a properly labeled container. They may take this medication on their own, unless the parents or physician requires documentation.

- Medication remaining at the end of the school year will either be picked up by the parents or disposed of by two school personnel (witness). Parents will be notified by office personnel that there is remaining medication prior to its disposal.

- Inhalers will be kept in the classroom with the teacher of asthmatic students. Nebulizers
(machines) may be kept in the school office or the student’s classroom. Inservice will be given to teachers/office personnel regarding inhalers and nebulizer usage. This inservice will be individualized by the school nurse.

- Syringes will be recapped by school personnel. They will be placed in a red “sharps” container provided and disposed of by the school nurse. Blood stained lancets and glucose strips may also be disposed of in the sharps container or double bagged in plastic sandwich bags prior to disposal.

- Insulin will be administered in the school nurse’s office unless other arrangements are made.

- Students who have “Epi-Pens” will be allowed to have these with them at all times. Classroom teachers and office personnel will be inserviced on their use. Rationale: There is usually not enough time to call for a school nurse to administer these.

Section 500 Index
Decisions regarding programs of education for students infected with Acquired Immune Deficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV) should be based on the behavior, neurologic development, and the physical condition of the student and the anticipated interaction between the student and others in the school setting. Such decisions will be made by a team comprised of the student’s parents or guardians, the student’s physician, and appropriate school officials and other personnel, if any, whose involvement is deemed necessary. In each case, the decision making process shall include a weighing of benefits and risks to both the infected student and others interacting with that student.

Students infected with AIDS or the HIV virus will be allowed to attend school as long as the benefits to the child outweigh the risks to the child and others.

The district will not require disclosure of the student's HIV or AIDS status. Any information known to the district or its employees regarding a student's HIV or AIDS status will be confidential unless:

1. The student and his/her parents or guardian give prior approval of disclosure, or
2. Such disclosure is required by law.

The team described above will evaluate the student at three (3) month intervals to determine whether the student's educational environment should be changed. This evaluation will include an assessment of the student's hygienic practices and whether those practices suggest a need for a more or less restrictive environment.

HIV/AIDS safety supplies will be located throughout school buildings and in school vehicles. All school employees will be trained to use these supplies to safely handle incidents which result in blood loss.

LEGAL REFERENCE:
Section 504 of the 1973 Rehabilitation Act
Title II of the Americans with Disabilities Act
OCR Staff Memorandum, 16 EHLR 712 (1990)
Idaho State Department of Education HIV/AIDS Policy Guidelines, September, 1994

ADOPTED: 10-12-98
The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions.

Parents or eligible students (students over the age of eighteen [18]) may inspect and review educational records. This school district will comply with a request of access to records within a reasonable period of time, but in no case more than forty five (45) days after it has received the request. This district will respond to reasonable requests for explanations and interpretations of the records. A copy of the records shall be given to the parent or eligible student upon request. The school district shall not destroy any educational records if there is an outstanding request to inspect and review the records.

Education records are defined as those records directly related to a student and maintained by this district or by a party acting on behalf of this district.

Education records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the central district office for this school district. The building principal, individual teachers and special education personnel may also have a file containing particular educational records.

Personally identifiable information will not be released from an education record without the prior written consent of the parent or eligible student, except under specific circumstances. Personally identifiable information is defined as such information including, but not limited to:

1. The student's name;
2. The name of the student's parent or other family member;
3. The address of the student or student's family;
4. A personal identifier such as the student's social security number or student number;
5. A list of personal characteristics that would make the student's identification easily traceable; or
6. Other information that would make the student's identity easily traceable.

Personally identifiable information will be released without prior written consent of the parent or eligible student under the following conditions:

1. The disclosure is to other school officials, including teachers within this district who have a legitimate educational interest. A legitimate educational interest is defined as an interest directly pertaining to a particular student’s education.
2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll;

3. The disclosure is to state and local educational authorities;

4. The disclosure is in connection with financial aid for which the student has applied or which the student has received;

5. The disclosure is to organizations conducting studies for, or on behalf of, this school district to develop, validate or administer predictive tests, administer student aid programs or improve instruction.

6. When information is disclosed to organizations as set forth in paragraph 5, the study must be conducted in such a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. The information must be destroyed when no longer needed for the purposes for which the study was conducted;

7. The disclosure is to an accrediting organization to carry out its credit function;

8. The disclosure is to parents of a dependent student as defined by the Internal Revenue Code;

9. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that this school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance;

10. The disclosure is in connection with a health or safety emergency;

11. The disclosure is information that this school district has designated as "directory information;"

12. The disclosure is to the parent of a student who is not an eligible student, or to the student.

This school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the information record of each student. This record of access shall be maintained with the education records of each student as long as the records are maintained. The access log shall specify the individuals who have requested or received personally identifiable information from the education records and the legitimate interest the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent shall also be set forth.

Directory information is defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. The student's name;

2. Address;
3. Telephone listing;
4. Date and place of birth;
5. Major field of study;
6. Participation in officially recognized activities such as sports;
7. Weight and height of members of athletic teams;
8. Dates of attendance, degrees and awards received; and

The most recent previous educational agency or institution attended.

This school district may disclose directory information after giving public notice to parents of students in attendance and eligible students in attendance that:

1. All information as set forth in the definition of directory information has been designated as directory information by this school district;
2. A parent or eligible student has the right to refuse to allow this school district to designate any or all of the types of information about the student as directory information;
3. A parent or eligible student must notify this school district in writing that the parent or eligible student does not want any or all of those types of information about the student released within thirty (30) days after receiving notice that directory information may be disclosed;
4. This school district may disclose directory information about former students without notice.

If a parent or eligible student believes that the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student's right of privacy or other rights, this school district may be asked to amend the record. The following procedure will be followed:

1. Within thirty (30) days of receiving a request to amend the record, this district shall decide whether to amend the record as requested.
2. If it is determined by this school district not to amend the record as requested, it shall inform the parent or eligible student of its decision and the right to a hearing.
3. The parent or eligible student, on request, has an opportunity for a hearing to challenge the contents of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading or in violation of the privacy or other rights of the student.
4. If this school district determines that the information being contested is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the records and inform the parent or eligible student of the amendment in writing.

Section 500 Index
5. If this school district decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of this school district, or both.

6. If such a statement is received by this district, it will remain as part of the record for as long as the student's record is maintained and the statement will be disclosed whenever this district discloses the portion of the record to which the statement relates. This district shall hold the requested hearing within a reasonable time after it receives a request for the hearing. Notice of the date, time, and place shall be given to the parent or eligible student within a reasonable amount of time prior to the hearing.

7. The hearing may be conducted by any individual, including an employee of this district, who does not have a direct interest in the outcome of the hearing. The hearing shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

8. This district shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

In dealing with the education records of exceptional students with disabilities, this district shall inform parents when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, this district may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

LEGAL REFERENCE:
The Family Educational Rights and Privacy Act of 1974
  20 U.S.C. 1232g; 34 CFR Part 99
Individuals with Disabilities Education Act
  20 U.S.C. 1412(2)(D) and U.S.C. 1417
  34 CFR Section 300.560F through Section 300.576

ADOPTED: 10-12-98

Section 500 Index
Directory information is information in a student record which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students are designated as directory information in this district.

- Student’s names;
- Student’s photographs;
- Student electronic address;
- Date and place of birth;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees, honors, awards or certificates received;
- Most recent previous schools or programs attended;

Directory information may be released without prior consent after the district gives annual notice to parents of students or guardians or students 18 years of age or older or emancipated students. The notice shall identify the types of information considered to be directory information and the district’s option to release such information and the requirement that the district must, by law, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or guardians or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent or guardian, student over 18 or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student’s Social Security Number or student identification number be considered directory information.

ADOPTED:
Neither this school district nor any teacher shall have a duty to warn of a student’s suicidal tendencies absent the teacher’s knowledge of direct evidence of such suicidal tendencies.

“Direct evidence” is defined as evidence which directly proves a fact without inference and which in itself, if true, conclusively establishes that fact. Direct evidence includes unequivocal and unambiguous oral or written statements by the student which would not cause a reasonable teacher to speculate regarding the existence of the fact in question. Direct evidence does not include equivocal or ambiguous oral or written statements by a student which would cause a reasonable teacher to speculate regarding the existence of the fact in question.

LEGAL REFERENCE:
Idaho Code Section 33-512B

ADOPTED: 10-12-98

Section 500 Index
The Camas County School District 121 is committed to equality of educational opportunity.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited.

Student participation in same sex physical education activities and certain sports activities is not addressed by this policy but rather is addressed by health related participation recommendations and rulings of the Idaho Activity Association.

Student or parents with a grievance related to this policy are to address their alleged grievance in a written letter to the Camas County Superintendent of Schools.

ADOPTED: 10-12-98
Homelessness exists in many communities. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Children and youth who lost their housing live in a variety of places, including motel, shelters, shared residences, transitional housing programs, cars, campgrounds and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. Camas school district will ensure that all children and youth receive a free and appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act.

It’s the policy of our district to view children as individuals. Therefore, this Policy will not refer to children as homeless; it will instead use the term "children and youth in transition." Under federal law, children and youth in transition must have access to appropriate public education and be given a full opportunity to meet state and local academic achievement standards. They must be included in state-and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation and harassment.

Information regarding this policy will be: distributed to all students upon enrollment; provided to students who seek to withdraw from school; and available in every school in the district as well as the web www.camascountyschools.org

Definitions

*Children and youth in transition* means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and lack a fixed, regular, and adequate nighttime residence including: children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds of trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;

Children and youth who are living in a car, park, public place, abandoned building, substandard housing, bus or train station, or similar setting; and migratory children and youth who are living in a situation described above.

A child or youth shall be considered to be in transition for as long as he or she is in a living situation described above.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term youth also includes unaccompanied youth.

*Enroll and enrollment* means attending school and participating fully in school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of Origin* means the school the child or youth attended when permanently housed, or the
school in which the child or youth was last enrolled. 

**District Liaison** is the staff person designated by our LEA, as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act. 

**School Contact Person/Liaison** is the responsible individual at the local school/building site who may identify and enroll children and youth in transition into their school, and has agreed to be the contact person at their school. Often this person may be the school counselor and/or school secretary, or principal.

**Identification**
In collaboration with school personnel and community organizations, the liaison will identify children and youth in transition in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of students, and to forward information indicating homelessness to the liaison. Community partners in identification may include: family and youth shelters, soup kitchens, motels, campgrounds, drop-in-centers, welfare departments and other social service agencies, street outreach teams, faith based organizations, truancy and attendance officers, local homeless coalitions and legal services.

The liaison will keep data on the number of children and youth in transition in the district, where they are living, and the reasons for any enrollment delays, interruptions in their education or school transfers.

**Enrollment**
Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in transition. **Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:**

- **Proof of residency:**
- **Transcripts/school records** (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the students age and information gathered from the student, parent, and previous schools or teachers.); Immunizations or, immunization/health/medical/physical records. (If necessary, the school must refer students to the liaison to assist with obtaining immunizations and or/immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school or community-based clinics can initiate immunizations when needed.);
- **Proof of guardianship**;
- **Birth certificate**;
- **Any other document requirements**;
- **Unpaid school fees**;
- **Lack of uniforms or clothing that conforms to dress codes**; and
- **Any factor related to the student's living situation**.

Unaccompanied youth must also be immediately enrolled in school. They may either enroll
themselves or be enrolled by a parent, non-parent caretaker, older sibling or liaison.

Transportation
The district will provide transportation for homeless students to and from school for any student who is beyond the state requirement of 1 mile for transportation.

Services
Children and youth in transition shall be provided services comparable to services offered to other students in the school selected, including:
Transportation (as described above); Title 1 (as described above);
Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners; Vocational and technical education programs; School nutrition programs; and Before and after school programs.

Counseling Services
The district recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability shall be given priority and coordinated with student's prior and subsequent schools as necessary, to ensure timely completion of a full evaluation. If a student has an Individualized Education Program (IEP), the enrolling school shall immediately implement. Any necessary IEP meetings or re-evaluations shall then be conducted expeditiously. If complete records are not available, IEP teams must use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services. In all cases, the goal will be to avoid any disruption in appropriate services.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child's or youth's living situation shall be excused. Our school will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The liaison will assist the school in making such referrals, as necessary.

Disputes
If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of a student in transition to all appropriate educational services, transportation, free meals and Title 1 services while the dispute is pending. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth in transition. The parent, unaccompanied youth or school district may appeal the liaison's decision as provided in the state's dispute resolution process.
Free meals
Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls in school, the enrolling school must submit the student's name to the district nutrition office for immediate processing.

Title 1
Children and youth in transition are automatically eligible for Title 1 services. The trauma and instability of homelessness puts students at sufficient risk of academic regression to warrant additional support. The district shall reserve such funds as are necessary to provide services comparable to those provided to Title 1 students to children and youth in transition attending non-participating schools. The amount reserved shall be determined by the Title 1 per pupil expenditure for the district. Reserved funds will be used to provide educationally related support services to children and youth in transition, both in school and outside of school and to remove barriers that prevent regular attendance. Children and youth in transition shall be assessed, reported on and included in accountability systems, as required by federal law and U.S. Department of Education regulations and guidance.

Coordination
The liaison shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, liaisons in neighboring districts and other organizations and agencies.

ADOPTED: 10-8-2007
Student Interviews, Interrogations or Arrests

Interviews by School Administrators (Student Victim/Witnesses)

When a violation of board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during questioning of students.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the principal or designee may interrogate the suspected student without the prior consent of the student’s parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student’s parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribed by law. However, district personnel are not responsible for a police officer’s compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer’s responsibility to respond appropriately to such refusal.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that crime has been committed. The results of the parallel investigations may be shared among school officials and the police.
Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, such interviews and interrogations are discouraged during the student’s class time. The principal and principal’s designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the area administrator or district legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified laws enforcement agency. The principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student’s parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer’s decision. In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student’s family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student’s parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the principal or designee so that the student may be summoned to the principal’s office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the education process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student’s parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility.
for the student. If a school official has reason to believe that a student was removed from the
group and this student is not a witness or victim of an incident.

School officials will notify the appropriate area administrator of the removal of any student from
school by law enforcement under any circumstance. School officials shall request that all
procedural safeguards prescribed by law are observed by law enforcement officers conducting an
arrest. District personnel are not, however, responsible for an officer’s legal compliance with

Definitions:

1. “Interview” – The questioning of a student who may be a witness or victim of an
incident.

2. “Interrogation” – The questioning of a student suspected of violating Board and/or
District policy, school rule or criminal law.

3. “Reasonable Grounds to Suspect” – More than a generalized suspicion or a mere
hunch, but not requiring certainty, that a violation has occurred. For example, it may
be based upon, among other things, direct observations or the reported observations
or experiences of others. It involves a common-sense conclusion about human
behavior based upon all of the circumstances presented.

4. “Probable Cause” – A set of probabilities grounded in factual and practical
considerations, which would cause a reasonable person to believe that a violation has
occurred. It requires having more evidence for than against.

Cross Reference: 4400 Relations with Law Enforcement and Child Protective Agencies
4410 Investigations and Arrests by Police
5260 Abuse and Neglected Child Reporting

Legal Reference: I.C. 6-904(1) Exceptions to Governmental Liability
I.C. 16-1605 Reporting of abuse, abandonment or neglect
I.C. 16-1606 Immunity
I.C. 16-1607 Reporting in bad faith – Civil Penalties
I.C. 16-1631 Authorization for Department of Act
I.C. 20-516 Apprehension and Release of Juvenile – Detention
Idaho attorney General Opinion 93-2

ADOPTED: 1/14/2008
Students coming into the Camas County School District from private school, home-school or out-of-state school settings will take the most recent Woodcock-Johnson Test of Academic Achievement (or equivalent test) to determine grade-level proficiency in core content areas. The main purpose of the assessment is to aid teachers in determining appropriate instructional supports. Should the student score well below grade-level proficiency, opportunity would be given for the parents to consider moving the student to a grade that would better enhance student success.
All children wishing to enroll in kindergarten must be five years old on or before September 1 of the school year in which the child enrolls. For a child wishing to enroll in first grade, the child must be six years old on or before September 1 of the school year in which the child enrolls. Any child of the age of five years who completed a private or public out-of-state kindergarten for the required 450 hours, but has not reached the “school age” requirement shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under Public Law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, “school age” shall begin at the age of three and shall continue through the semester of school in which the student attains the age of 21 years.

Upon enrollment of a student for the first time in this district's elementary or secondary schools, the school shall notify, in writing, the person enrolling the student that within 30 days a certified copy of the student's birth certificate or other reliable proof of a student's identity and birth date must be provided to the school. If other reliable proof is provided, rather than a birth certificate, that proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student's identity and birth date may include a passport, visa or other governmental documentation setting forth a child's identity.

Upon the failure of the person enrolling the student to comply with the proof of age and identification requirement, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he/she has ten additional days to comply.

The school shall immediately report to the local law enforcement agency any documentation or affidavit received pursuant to the above cited paragraph which appears inaccurate or suspicious in form or content.

If a school in which a child is currently enrolled receives notification by the Department of Law Enforcement of a missing or runaway child report regarding a particular child, the school shall flag the record in a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing or runaway child. The school shall immediately report any request concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The flag on a child’s record shall be removed by the school upon notification by the Department of Law Enforcement.
A parent/guardian enrolling a child in this school district who fails to provide the required documentation of a birth certificate to this school district after being requested by the local law enforcement agency may be found guilty of a misdemeanor.

LEGAL REFERENCE:
Idaho Code Sections
  33-201
  18-4511

ADOPTED: 10-12-98
The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student’s dependability and is a significant factor on the student’s permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

To assure that all students have the opportunity to learn during their critical elementary and middle school grades;

- students in grades K-3 who are not present at least 90% of the time and receive a below grade level (1) score on the Spring IRI, may be retained in the same grade the following school year.
- students in grades 4-8 who are not present at least 90% of the time and are below grade level when measured by a combination of factors (i.e. grades, Idaho Standards Achievement Test (ISAT) or other achievement indicators) may be retained in the same grade the following school year.

Parents that disagree with the retention decision may request a meeting with school personnel. The final grade placement will be made by the school.

Students who are close to violating the attendance policy, whether attendance or excessive tardies (over 90%), will be notified by the school and may be referred to the Camas County prosecuting attorney for possible attendance court appearance.

For the purposes of this policy, whenever a high school student is not present in a class at least 90% of the time, graduation credit for that class may be denied. All absences, excused and un-excused, count toward the 90% attendance requirement. If a high school student is not in class 90% of the time they will be referred to the Attendance Review Committee for a determination on loss of credit. The Attendance Review Committee will be
comprised of the principal, school counselor, and two teachers. They will examine the circumstances for absenteeism of the student.

Any decision from the Attendance Review Committee may be appealed to the Superintendent and the Board of Trustees. Appeals must be submitted in writing one week prior to the end of the term in question or within ten working days of the decision from the Attendance Review Committee.

Legal Reference:  
Idaho Code § 33-202  
Idaho Code § 33-206  
Idaho Code § 33-207

Policy History:  
Adopted on:  11/8/2004  
Revised on:  03/8/2010
Attendance Policy

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. All students late arriving to school must check into the school office at anytime during the day. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences

It is the student’s responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Every effort will be made to schedule events, activities and meetings that do not occur during class time.

Excused Absences An absence shall be excused when the absent is due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. Excused absences with a parent’s note are exempt from any grading penalty as long as work is made up within an acceptable time frame which will be determined at the building level.

Unexcused Absences

Students will be deemed absent without excuse if they fail to obtain an approved written request for the absence. Parents must send a signed note or email to the school on the day of a student’s return to school. Oral excuses may be taken in person or via telephone. In the event written permission before the absence is impossible, an absence without reason may be converted to an excused absence upon the student’s providing to the principal (within 5 school days) a written request signed by the student’s parent or guardian indicating the reason for the absence, the date of the absence and requesting that the absence be excused. A physician’s statement in the event the absence was due to illness requiring a physician’s care will be accepted. Approval of such requests shall be at the
discretion of the principals following the policies of the district. Any unexcused absence is a truancy.

**Tardies**

It is the responsibility of each student to arrive at class and be in the assigned seat when the tardy bell rings.

Classroom tardies will be handled by the teacher. Excessive tardies may be referred to the Administration for assistance. The high school will develop an Attendance Review Process to handle credit appeals. Other schools will develop an Attendance Review Process to handle grading issues affected by attendance in their building.

**Truancy**

Truancy is an unexcused absence about which the parents and school had no prior knowledge and a request to excuse the absence has not been received.

Any student who, in the judgment of the Board of Trustees, repeatedly has violated the attendance regulations established by the Board; or any child whose parents or guardians have failed or refused to cause such child to be instructed as provided by Section 33-202 of Idaho Code will be declared excessively absent/habitual truant and a truancy petition will be filed with the court as per Section 33-206 of Idaho Code.

Legal Reference:  
- Idaho Code § 33-202  
- Idaho Code § 33-206  
- Idaho Code § 33-207

Policy History:  
Adopted on: 11/8/2004  
Revised on: 03/08/2010
As we are constantly looking at methods to make our school a safer environment for your students, we take our responsibility to children very seriously. Therefore we reserve the right to ask anyone for a photo ID before releasing a child. Anyone picking up a child should bring photo ID in hand – this includes parents.

Children can be picked up only by the parent(s) and/or those whose names appear on the registration form as being authorized by the parent to do so. If there are custody issues, the parent should discuss the situation with administration as it will probably be necessary for the custodial parent to provide a legal document defining the custody agreement.

If you need someone whose name does not appear on the registration form to pick up your child on any given day, please write the information on the Daily Check-in Log at the front desk when you bring the child that day or fax a letter to the same effect. You may either add the name to the registration form or write it on the daily log as being in effect for that day only.
Any student, 18 years old and younger, applying for a driver’s license or an instruction permit must provide written verification from this district to the Idaho Department of Transportation that he/she is enrolled in school and meets this district’s attendance requirements. Written verification shall be obtained from the student’s school.

In the event a student fails to meet the enrollment and attendance requirement of this policy, the building principal, or his/her designee shall provide written notification on a form provided by the Idaho Department of Education to the student and his/her parent, guardian or custodian of this school district’s intent to request that the Idaho Department of Transportation suspend the student’s driving privileges because the student has dropped out of school and has failed to comply with the enrollment and attendance requirements.

The student or his/her parent, guardian or custodian shall have 15 calendar days from the date of receipt of the above-mentioned notice to request a hearing before the building principal, or his/her designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing shall be held within 30 calendar days after the receipt of the request.

The building principal, or his/her designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver’s license for his/her own or his/her family’s employment or medical care. The building principal, or his/her designee shall take into account the recommendations of teachers, other school officials, guidance counselors or academic advisors prior to granting a waiver. Such hardship waiver must be requested by the student or the student’s parent, guardian or custodian at the initial hearing.

If the building principal, or his/her designee, denies a hardship waiver, that decision may be appealed to the board of trustees for this school district within 7 calendar days of receipt of the principal’s or designee’s decision. The hearing before the board shall be held at a mutually convenient time. The board shall have the authority to uphold the decision of the building principal, or his/her designee, or reverse the decision and grant the hardship waiver.

This district shall provide the following information to the Idaho Department of Transportation on appropriate forms provided by the Idaho Department of Education:

1. The necessary verification that a student applying for a driver’s license or instruction permit meets the requirements set forth in this policy at the request of a student;

2. A request that the Idaho Department of Transportation suspend a student’s driving privileges because the student has dropped out of school and has failed to comply with this district’s enrollment and attendance requirements;
5. Reports setting forth the number of:

   c. Notifications issued of possible student driver’s license suspensions based on nonattendance;

   d. Requests to the Idaho Department of Transportation to suspend a driver’s license; and

   e. Student driver’s licenses actually suspended.

LEGAL REFERENCE:
Idaho Code Sections
33-211
49-303
49-303A
49-326
49-305
49-310

ADOPTED: 10-12-98

*Reviewed by the Coordinator for Driver’s Education, Idaho Department of Education, and the Driver’s License Supervisor, Idaho Department of Transportation.
Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish any reasonable rules and regulations.

Legal Reference:
Idaho Code Sections
33-512

Adopted: 10-12-98
This school district is committed to providing a safe environment for all students and staff.

This district has a "zero tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or is a disruption to the educational process.

Possession and/or use of implements manufactured, used, or intended for use as weapons, or facsimiles intended to intimidate or threaten, and/or use of these objects/substances at school or at any school-sponsored activity without prior permission of school officials, will result in formal suspension procedures and possible expulsion.

The definition of weapon includes, but is not limited to; dirk knives, bowie knives, daggers, snap-blade knives, non-closing knives, razors, razor blades, firearms, explosives (including caps and firecrackers), “fist loads” and “brass knuckles,” metal knuckles, chains, iron bars or any other object capable of being used as a weapon. The use or threat of use of any normally non-dangerous implement as a weapon shall also fall within this definition.

Students found in possession of these items shall immediately be referred to the appropriate law enforcement agency and be suspended from school until a thorough investigation is made of the circumstances.

The board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, a student who has been found to have carried a weapon or firearm on school property. The board may modify the expulsion order on a case-by-case basis.

The use, or threat of use, of any normally non-dangerous implement as a weapon shall come under the provisions of this policy.

Students will not be suspended or expelled under this policy for participating in the Western Heritage of having unloaded firearms in their vehicles or carrying short work knives as long as no threats or intimidation to other people is made. Students participating in hunter safety classes are exempt from this policy. Students by prior approval from the building principal may exhibit unloaded historical firearms as part of a history lesson.

This school district will not admit a student who has been expelled from another school district until the student is eligible to return to his/her home school district. If a student wishes to challenge that decision, he/she is entitled to a due process hearing pursuant to Section 33-205, Idaho Code.

LEGAL REFERENCE:
33-205 and 18-3302D
The Gun-Free Schools Act of 1994
Due to the advancements in technology, the increased ability to compromise the integrity of assignments and tests, the distraction of individual and class attention to the educational focus, and the dissemination of information from the school during emergency, cell phones and other electronic devices (e.g. ipod, mp3 player, blackberry, pda, excludes approved calculators) will not be used in school.

If a cell phone or electronic device is used during the normal school day a teacher or staff member will confiscate the item and return it at the end of the day (normal school day runs from the first bell of the day to the final school bell). A second violation will be considered insubordination. Failure to surrender an item when asked by a staff member will constitute insubordination and will be grounds for suspension or other disciplinary action. The school district will not be responsible for damaged or lost items.

Parents who need to reach their students or students who need to call their parents for emergencies may do so through the school office. This allows the school administration to stay in the communication loop when an emergency arises.

**ADOPTED: 8-7-08**
**AMENDED: 08-11-14**
Students’ constitutional rights do not stop at the schoolhouse gates. However, this board must provide an atmosphere conducive to the pursuit of educational goals. This may include the right to search the student’s personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search.

Lockers assigned to students are the property of the school district. The student shall be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. The school district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety or security. School administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in a school locker.

LEGAL REFERENCE:
Idaho Code Section 18-3302D
New Jersey v. TLO, 469 U.S. 325 (1985)
Tinker v. Des Moines, 393 U.S. 503 (1969)

ADOPTED: 10-12-98
The superintendent of this district or the principal of any school within this district may temporarily suspend any student for disciplinary reasons or for any other conduct disruptive of good order or the instructional effectiveness of the school.

The temporary suspension by the principal shall not exceed five (5) school days in length. The school superintendent may extend the temporary suspension an additional ten (10) school days.

If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students’ health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days.

Prior to suspending any student, the superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons.

Any student who has been suspended may be readmitted to the school by the superintendent or the principal who suspended him/her upon such reasonable conditions as the superintendent or principal may prescribe. The board shall be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto.

Suspension of students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, shall follow federal guidelines and the provisions of this policy.

LEGAL REFERENCE:
Idaho Code Section 33-205

ADOPTED: 10-12-98
In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension may be conducted in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by school administrators only.

2. The administration will inform staff members of the names of those students assigned to in-school suspension.

3. The administration will notify the parents in writing that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the student’s re-admittance to regular classes.

ADOPTED: 10-12-98

Section 500 Index
The board may deny attendance at any of its schools by expulsion of any student who is a habitual truant, who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continually disruptive of school discipline or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other students, or who has been expelled from another school district.

Any student having been expelled may be readmitted to school by the board upon such reasonable conditions as may be prescribed by the board; but such readmission shall not prevent the board from expelling such student for cause.

The board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, a student who has been found to have carried a weapon or firearm on school property, except that the board may modify the expulsion order on a case-by-case basis. An authorized representative of the board shall report such student and incident to the appropriate law enforcement agency.

Discipline of a student with disabilities shall be in accordance with the requirements of federal law Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) as well as the provisions of this policy.

No student shall be expelled nor denied enrollment without first receiving the following due process rights:

1. The board, through the superintendent or his/her designee, shall give written notice to the parents or guardian of the student;
2. The notice shall state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance;
3. The notice shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his/her own behalf, and to cross-examine any adult witnesses who may appear against him/her.
4. Within a reasonable period of time following such notification, the board shall grant the student and his or her parents or guardian a full and fair hearing on the proposed expulsion or denial of enrollment.

Section 500 Index
5. The board shall allow a reasonable period of time between such notification and the holding of such hearing to allow the student and the parents or guardian to prepare their response to the charge.

6. Any student who is within the age of compulsory attendance, who is expelled or denied enrollment as herein provided, shall come under the purview of the Youth Rehabilitation Law, and an authorized representative of the board shall file a petition with the magistrate division of the district court of the county of the student's residence in such form as the court may require under the provisions of Section 16-1807, Idaho Code.

LEGAL REFERENCE:
Idaho Code Sections
33-205
16-1807

ADOPTED: 10-12-98

Section 500 Index
As permitted by Idaho Code 33-205, the Camas County Board of Trustees may deny attendance at the Camas County School District 121 schools to any student expelled from another school--or the Board of Trustees may impose conditions upon which attendance is contingent.

As required by law, trustees must give written notice to parents or guardians regarding denial of attendance and grant a full and fair hearing if a parent or guardian wishes to contest the denial of attendance.

A student expelled from another school who wishes to enroll at the Camas County School District may not enroll or attend school until the Board of Trustees has ruled on enrollment according to the provisions of Idaho Code 33-205.

A student who has enrolled at Camas County School District 121 and not provided information about being expelled from another school may be suspended by the school administration and referred to a hearing before the Board of Trustees.

Any student within the age of compulsory attendance shall come under the purview of the youth rehabilitation law if not enrolled in school and attending school.

Federal and state legislation related to special education students/students with disabilities will be followed by the school district.

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ADOPTED: 10-12-98
All procedures set forth in the Student Suspension policy and the Student Expulsion policy shall be followed when it is necessary to discipline students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the 1973 Rehabilitation Act (Section 504). The following additional procedures shall also be adhered to when disciplining students with disabilities:

A student with a disability may not be suspended unilaterally for more than ten (10) consecutive school days or for an accumulation of more than ten (10) school days in a school year. However, if the placement of a student is changed through appropriate procedures for reviewing his/her Individualized Education Program (IEP), the ten (10) day suspension “clock” begins again.

Prior to submitting an expulsion recommendation to the board, the Child Study Team (CST) shall make a “manifest determination.” A manifest determination involves a review of the student’s misconduct, the student’s disability and the services provided to determine:

1. Is the misconduct a manifestation, or result of, an inappropriate placement or educational program for the student?

2. Is the misconduct a manifestation, or result of, the student’s disability?

If either manifest determination question answer is “yes,” the student cannot be expelled. However, the CST may determine that a placement change is necessary for that student.

If the answers to both the questions set forth above are “no,” the school may proceed with the recommendation of expulsion to the board.

If a recommendation of expulsion is forwarded to the board, all notice and due process rights must be followed as set forth in the Idaho Special Education Implementation Manual.

If the parent/guardian of the student files a due process hearing request under the provisions of the IDEA, the student must “stay put” in the current placement. If the board has expelled the student pursuant to Idaho Code Section 33-205, the expulsion is stayed until the due process procedure is completed. The exceptions to the stay put requirement are:

1. The parent/guardian agrees to a temporary placement;

2. The student is placed on in-school suspension for a limited time if the educational services identified in the IEP continue to be provided;
3. The school obtains a court injunction allowing it to place the student at a location other than the school. In order to receive an injunction, the court must find that:

   a. Removal of the student is necessary because the use of the administrative due process procedures under the IDEA would be futile or inadequate; and

   b. Maintaining the student in the current placement is substantially likely to result in injury to the student or to others; and

   c. The school has shown the court that it has done all that it reasonably can to reduce the risk that the child will cause injury.

If the school receives a court injunction allowing it to remove a particular student from school, educational services must still be provided to that student at another location.

If a student on an Individualized Education Program (IEP) is expelled from school after a proper manifest determination has been made, educational services must still be provided to that student at an alternative setting. If the student is disabled solely under Section 504, educational services may cease upon expulsion.

If a student disabled under the IDEA brings a firearm to school, the student may be placed in an alternative educational setting for forty five (45) calendar days. The interim placement shall be determined by the CST. If the parent/guardian requests a due process hearing, the student remains in the alternative education setting during the pendency of the proceedings.

LEGAL REFERENCE:

S-I v. Turlington, 635 F.2d 342 (5th Cir. 1981)
Idaho Special Education Implementation Manual
Light v. Parkway C-2 School District, 41 F.3d 1223 (8th Cir. 1994)
OSEP Memorandum 95-16, 22 IDELR 531 (1995)
18 IDELR 217
Improving America’s School Act of 1994
   20 USC 1415(e)(3)
Idaho Code Section 33-205

ADOPTED: 10-12-98
It is the policy of this district that corporal punishment may not be administered to a student.

Corporal punishment is defined as spanking, swatting, slapping, pinching, hair pulling, ear pulling, shoving, or any other activity intended to physically punish a student.

This policy shall in no way prohibit a teacher from reasonably defending himself/herself or other students against a physical attack by a student and in no way will prohibit restraining a student seeking to harm others.

ADOPTED: 10-12-98

Section 500 Index
Any student who steals, destroys or defaces school district property, or property of another individual located at a school site, shall receive prompt and decisive disciplinary action. The student may be suspended and/or referred to local law enforcement if circumstances warrant.

The student and his/her parent/guardian shall be held responsible for restitution to the full extent of the laws for any damage to school district property.

LEGAL REFERENCE:
Idaho Code Section 6-210

ADOPTED: 10-12-98
This school district has a legitimate educational objective of curtailing gangs and gang activities. In furtherance of this educational objective, all gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited in any of the public schools in this district and at all school functions.

It shall be unlawful for any person, group or organization to establish a fraternity, sorority or other secret society whose membership is comprised in whole or in part of students enrolled in this district’s public schools, or to solicit a student in any of this district’s schools to become a member of such organization; and no student enrolled in this school district shall be or become a member, or pledge him/herself to become a member of any such organization.

Disciplinary action for violation of this policy may include suspension and/or expulsion.

LEGAL REFERENCE:
Idaho Code Sections
33-1901
33-1902

ADOPTED: 10-12-98
Any assault by a student on an employee of this district, another student, or other person, where the assault occurs on or near the school grounds or at a school sponsored event shall result in immediate suspension of the student.

Assault is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

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LEGAL REFERENCE:
Idaho Code Section 33-506
BLACK’S LAW DICTIONARY 105 (5th ed. 1979)

ADOPTED: 10-12-98
Interscholastic activities for boys and girls and competition therein are recognized as valid part of the total school Program. Expenditure of school district funds under direction and in accordance with district expenditure and budgetary regulations is authorized for support of these activities. Appropriate levels of the school district shall maintain membership in the Idaho Activities Association.

All competitive interscholastic activities and competitions shall follow the rules of the Idaho High School Activities Association.

The following guidelines shall be followed in interscholastic activities and competitions:

1. The director shall be qualified to direct such activity.
2. All interscholastic activities and competition should be scheduled as far in advance as possible.
3. All students involved in interscholastic activities and competition shall demonstrate sportsmanship, respect and cooperation.
4. All activities and competitions shall conform to the rules and regulations of:
   a. The Idaho High School Activities Association;
   b. This District’s Activities Association;
   c. Local city ordinances and the laws of the state of Idaho; and
   d. This District.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED: 10-12-98
This district shall follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association listed in the IHSAA Rules and Regulations under Rule 8. In addition to the IHSAA Policy, Camas School district will require the following for students to be eligible for extra-curricular activities:

Any student involved in extra-curricular activities and failing two or more classes at any time will be placed on academic probation consisting of ineligibility with remediation by teachers. Parents and coaches will be notified by the administration when student is placed on probation. Coaches will be required to send their athlete to remediation. Students may not practice or play with their team during academic probation.

However, during the course of each sports season an academic grace period will occur one time for a student placed on academic probation. This grace period will be one week of eligibility for practice and competition under academic probation while the student is remediating their grade. After the grace period, if the student still has two or more F’s, he/she will be ineligible for extra-curricular contest including all organized team sports and cheerleading until the minimum grade requirement of no more than one F is met.

Students who finish a semester with an “incomplete” will not be able to practice or compete in interscholastic activities until the course work has been completed and a final grade assigned.

Each student will be eligible at the beginning of each semester providing she/he meets IHSAA eligibility requirements. Exceptions may be made with Special Ed. Students.

The student must attend a full day of school the day of an athletic contest or practice in order to participate that day or night. Exceptions to this requirement will be medical appointments, family emergencies, and school related activities.

The student must travel to and from activity/athletic events according to the guidelines set forth in Board Policy 590.

Students must abide by all the training rules established by each coach or advisor. Each coach or advisor may have additional rules that will be shared with parent and athletes at the beginning of each season.

Semester grades will be used for Idaho High School Activities Association requirements. Students must meet both IHSAA and School Board requirements to be eligible to participate.

Student participant shall be subject to Policy 504 (Drug and Alcohol Use) and policy 587 (Student Athlete Drug and Alcohol Testing).

LEGAL REFERENCE:
Idaho Code Section 33-512(12)
ADOPTED: 1/10/2009
Revised: 8/12/2013
Revised: 12/14/2015

Section 500
Whenever the decision is made to close school due to inclement weather, all school sponsored activities at home shall also be canceled. School sponsored activities shall be defined, but not limited to, the following: Music Programs; FFA Programs; FHA Programs; School Activities including Football Games, Volleyball Games and Basketball Games.

Should the decision be made to close school due to inclement weather and should there not be any scheduled activity set to take place outside of Camas County School District 121, the decision to hold practice shall rest with the individual coaches. Should a coach make the decision to hold practice under these circumstances (whenever school is closed due to inclement weather), it shall not be mandatory that students attend said practice and no repercussions shall be directed toward any students who are unable to attend said practice.

In the event that a school sponsored activity will be held outside of Camas County School District 121, the decision to send students to said activity shall rest with the athletic director. Utilizing prudent judgment and pending weather conditions outside of Camas County School District 121, the athletic director may make the decision to send students to said activity and will so notify all affected parties (coaches, bus drivers and other school district personnel).

Section 500 Index
As a prerequisite for participation in interscholastic athletic programs, (1) each student must participate in the blanket insurance program adopted by this school district; and (2) the parent/guardian must give permission for the student to participate in the athletic program. The building principal shall inform the parents of the limits of protection provided by the school policy in the event of an athletic injury.

This district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk.

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LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED: 10-12-98

Section 500 Index
DEFINITIONS:

Drug
Controlled substance as defined by Idaho Code section 37-2701, except those possessed and/or used pursuant to a valid prescription.

Student Athlete
Any student participating in high school interscholastic athletic programs sponsored by Camas County School District and IHSAA, and is required to have a physical examination before participating in that sponsored athletic program.

Sport Season
Sport seasons begin on the first day of practice allowed by the IHSAA and concludes on the final day of competition for that sport. This policy will be in effect 24 hours a day, 7 days a week during an athlete’s sport season.

Calendar Year
A 12-month period from the date of occurrence.

MISSION STATEMENT

In keeping with the mission of the Camas County School District #121, the role of the drug/alcohol abuse prevention policy and programs is to build partnership(s) between faculty, administrators, coaches, parents and students in order to reduce alcohol and other drug related barriers to academic, athletic and personal development.

In this context, our mission is to anticipate, plan for and respond to the needs of a diverse and changing student body by providing services that:

• create supportive environments in which students are empowered to make responsible and healthy lifestyle choices

• promote non-use behavior

• communicate realities, misperceptions and secondary effects of substance abuse

• employ strategies that will improve the school environment as well as individual attitudes towards responsible behavior

• provide policies which emphasize that the use of illegal substances will not be tolerated
• provide educational programs

• Health and safety of the individual and others – anyone participating in an activity under the influence of an illegal drug is a danger to everyone.

• Students who publicly represent our school district in various activities and are tested “drug free” are looked up to by younger students as role models. We believe this program discourages younger students from ever beginning to experiment with drugs or alcohol.

• Intervention – perhaps individuals desiring to participate in activities will seek help if there is a drug or alcohol problem.

This policy will be reviewed annually for costs and other significant data.

If it is reasonably suspected that a student athlete is using drugs or alcohol during school hours or at school activities, this district’s policy on student drug and alcohol will be enforced.

Coaches will be responsible to report to the athletic department concerning the implementation of these policies.

1. Every sport must have a preseason meeting with parents to cover expectations of the coach and the athlete. Drug/alcohol enforcement policy and regulations will be covered and a drug/alcohol contract will be signed at this meeting prior to the beginning of the current sports season.

2. Every athletic program is required to have a minimum of one drug/alcohol education meeting per season. This will consist of a 30-minute overview of the realities and consequences of using drugs and/or alcohol. The presentation shall be given by a certified counselor.

At the beginning of each season prior to the first practice each student athlete will be administered a Urine Screening Test or lab urinalysis. The type of initial testing for all students will be determined by administration prior to the first test date of the school year. If a student athlete fails the urine screening test, that sample or another sample taken within 24 hours will be sent to a certified lab for conformation. The Camas County School District will cover the cost of the testing. If the urine conformation test or lab test is positive it will be considered a violation of the substance use policy. The record keeping and results of all testing will be kept in confidence. The records will be stored in a locked cabinet and only be accessible to district administration, involved parents or guardians and the Athletic Director. Random testing will be done throughout the season as determined by the Athletic Department. This may be either a drug screening or lab urine test. Individuals will be randomly selected on a lottery basis and tested. A student may also be referred for testing by the athletic department or a recommendation of a coach if there is reasonable suspicion to suspect a violation. If a student athlete fails the urine screening and conformation or urine testing, he/she will be subject to the penalties as listed in the Substance Use Section. The superintendent or his designee shall take reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating student athletes are in the pool, assuring that the person drawing the names.
has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two adults.

3. Camas County School District will provide a Drug/Alcohol Education/Intervention program to provide a minimum of 8 hours of educational opportunities for individuals who violate the policy.

PROCEDURES FOR STUDENT ATHLETES

Consent: Each student wishing to participate in any interscholastic athletic program and the student’s custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy. No student shall be allowed to participate in any interscholastic athletic program, including practice, without such consent. All student athletes will be tested at the beginning of the season of their sport. If a student athlete and/or parent/guardian refuse to sign the consent form he or she will not be allowed to participate in the sport until a consent form is signed and a urine sample is obtained. If a student refuses to submit to a test on the day of testing then it will be considered a violation and this policy will go into effect.

Student selection: All student athletes will be drug tested at the beginning of each athletic season that he/she chooses to participate in.

SAMPLE COLLECTION

If a urine test is required, the student athlete will be required to supply a sample for either a urine screening or urine lab test. The student athlete must abide by the rules and regulations of the collector or agency. Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, he/she will be tested first day of the student’s return to school. If the student is unable to produce a sample at any particular time, that student will be allowed to return later that same day to provide the sample. Students will not be allowed to practice or participate until a sample is collected. All students providing samples will be given the option of doing so alone in any individual stall with the door closed. A sample cup will be given to each chosen student. A proctor will monitor the testing to assure the validity of the test. The student will give the sample to the proctor who will administer the test. Any negative samples will be disposed of immediately. Upon a positive test, the student will be required to produce a second sample that same day. This sample will be sent to an independent laboratory for verification of the positive test. The test results will only be kept for one year.

Student Athlete Drug Testing—continued

PRESCRIPTION MEDICATION

Student athletes who are drug/alcohol tested under this policy will be given reasonable opportunity to submit verification of legal drug use. At the time of testing, each student will be given notice that he/she has seventy-two hours to submit verification of any prescription drug use.
by providing a copy of the prescription to the building principal in a sealed envelope. The principal will submit the sealed envelope, unopened, to the testing laboratory for consideration in making an analysis. The information regarding the use of prescription drugs is confidential and will not be shared with any school official. If the student fails to provide timely verification of legal drug use, he or she will be subject to retesting.

SCOPE OF TESTS

The person collecting the sample will be instructed to test for one or more illegal drugs and/or alcohol. Student athlete samples will not be screened for the presence of any substances other than an illegal drug/alcohol or for the existence of any physical condition other than drug intoxication. The drug test may test for amphetamines, cocaine, THC, PCP and morphine.

LIMITED ACCESS TO RESULTS

The results of the tests will be disclosed only to the student and parent/guardian, and those school personnel who have to know as determined by the superintendent or designee. The results will not be turned over to law enforcement authorities or used for any internal disciplinary functions.

NON-PUNITIVE NATURE OF POLICY

No student athlete shall be penalized academically for testing positive for illegal drugs/alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian will be notified that they understand at least 72 hours before response is made by the District.

SUBSTANCE USE VIOLATIONS

SELF-REFERRAL (CANNOT BE A SELF REFERRAL ON RANDOM TEST DAY)

1. An Administrator/ Parent Conference will be required when a student or parent initiates a self-referral.*

2. After a self referral, a student athlete will be ineligible to participate in their sport until he/she has enrolled in the drug education program and has served a two game suspension, starting the day of enrollment in the drug education program. Failure to enroll and attend the drug education program for the 8 week duration, will result in the athlete being dropped from the team for the rest of the season and the athlete may not participate in another sport until drug education has started. When eligible to return, the athlete must have doctor's clearance to be drug free and physically fit to continue practicing.

3. A minimum mandatory urinalysis, every 30 days for the duration of the sports season.
*An athlete may self-refer only one time during high school career.

**FIRST VIOLATION**

An Administrator/Parent Conference will be required when a student athlete commits a first violation.

1. A student athlete will be ineligible for the rest of the season and ten practice days into their next sport season (whether it is the same sport or a different sport).

2. There will be a mandatory drug education program (minimum of 8 week program consisting of one hour per week) and assessment by the agency. Depending upon the outcome, there will be continued education or intervention, determined by the drug education conductor.

3. There will be a minimum mandatory drug screen or lab test every week. The duration to be determined by the intervention program.

**SECOND VIOLATION**

An Administrator/Parent Conference will be required when a student athlete commits a second violation.

1. The student athlete will be ineligible for one calendar year.

2. There will be a mandatory drug assessment and education program by the contracted agency, (minimum of 16 week program consisting of one hour per week) and possible treatment referral. Depending upon the outcome, there will be continued education or intervention, determined by the drug education conductor.

3. There will be a minimum mandatory urine screen or lab test every week. Duration to be determined by intervention program.

**THIRD VIOLATION**

The student athlete will be out of the sports program for the rest of their high school career. Students and their parents are encouraged to seek further interventions and counseling.

**WHAT CONSTITUTES A SUBSTANCE USE VIOLATION**

The following is a list of verifiable substance violations by student athletes. These are examples of acceptable violations:

1. Any coach personally observes a substance violation at any time.
2. Any district administrator or staff personally observes a substance violation at any time.

3. A police report to the school district outlining a substance violation.

4. A personal confession by a student athlete of substance use.

5. A violation reported by a parent or guardian of a student athlete.

6. A positive urinalysis.

7. A refusal to take either a urine screening test or lab urine test.

8. The possession or selling of any illegal substance.

9. All information given to the administration by a student shall be investigated and may form the basis for probable cause. No substance abuse violations will be based on hearsay evidence alone.

10. There will be no excuse relating to possession, including drug residue found in drug paraphernalia. The district drug policy as well as the athletic drug policy would apply. Student athletes are not exempt from current school rules and policies as they relate to the selling, possession, and/or use of drugs and alcohol during school hours or while participating in school related activities.

Voluntary Testing Program

Camas County School District is truly concerned and committed to helping students who are encountering drug problems. We realize that a student with a drug dependency or use problem is not able to work to his/her potential ability and stands a greater chance of coming into contact with law enforcement due to increased criminal activity. To assist in the ultimate goal of a drug free school and drug free students, we will provide drug testing to any student whose parents request the testing be done. The nature of the testing is urine sample with immediate on site results. The testing is provided at no cost to parents and is absolutely confidential in nature with only the parents, student and tester knowing the results. There are no legal or criminal actions taken, and no discipline from the District will result from the testing. There will not be a record kept. This service is offer solely for the information of the parent(s).

Student Athlete Drug Testing—continued

CAMAS COUNTY SCHOOL DISTRICT DRUG TESTING POLICY GENERAL AUTHORIZATION AND CONSENT FORM

I understand that my performance as a participant in Idaho High School Athletic Association (IHSAA) sponsored events and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Camas County School District Board of Trustees and the sponsors for the activity in which I participate.

I also authorize Camas County School District to conduct tests on urine specimens which I provide, to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Camas County School District and to the parent/legal
Each coach shall inform his/her student participants of the requirements and standards for earning an award in the activity.

If a member of a varsity sport is injured during that sport season, it is the prerogative of the coach to determine whether that student has earned a letter.

Managers of a varsity sport may earn a manager's letter for fulfilling the requirements set by the
coach for that sport.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED: 10-12-98
Extra Curricular K-12 Student Transportation Regulation  
(Adopted by School Trustees)

Transportation to all school-sponsored activities scheduled outside this district will be provided by the district.

All student participants are required to ride the bus to and from these scheduled events. If a student participant wishes to ride with his/her parent/guardian, arrangements must be made by the parent/guardian with the coach/teacher in writing.

Under no circumstances will student participants be allowed to transport themselves or other students to or from the activity, except in the presence of his or her parent/guardian.

Legal Reference: Idaho Code Section 33-512(12)

ADOPTED: 10-13-08
Students have the privilege of bringing automobiles and motorcycles to school for their own use with the regulation that these vehicles are to be parked prior to school until the end of school. Student use of vehicles outside these hours must be approved by the high school principal prior to use. A written parental message requesting special vehicle use is requested.

Unauthorized use of vehicles will result in the denial of this privilege. Unless it is a flagrant violation, the first student misuse of vehicles will result in a mandatory ruling to turn in keys each day to the high school administration office. Any subsequent violation will result in a ban for at least twelve months in regard to bringing a vehicle to school.

Students are not to transport other students unless the principal gives prior approval in writing. Such approval will rarely be given.

◆◆◆◆◆◆

ADOPTED: 10-12-98
Because of school liability exposure, absences from school not previously authorized by the principal of the specific school are not acceptable and will result in student suspension.

Students are encouraged to discuss and plan any desired class trips with their class advisor and the school principal.

◆◆◆◆◆◆◆

ADOPTED: 10-12-98
For minor infraction of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 60 minutes on one or more days.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent has been notified (except in the case of the adult 18 or over student) for the purpose of informing him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action or punishment.

Students detained for corrective action or punishment shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action or punishment shall be used constructively for educational purposes.

Serving detention may be delayed until a parent has made suitable transportation arrangements.

◆◆◆◆◆◆◆

ADOPTED: 10-12-98

Section 500 Index
Any student who is suspected of having a learning problem, emotional problem, or any other suspected handicap will be referred to the principal.

The Principal will insure that the referred student is involved with the appropriate service system.

Services available in School District #121 are as follows:

1. Guidance
2. Speech and Hearing Therapy
3. Resource room program for various learning problems
4. Testing services
5. School Nurse Services
6. Drug and alcohol counseling
7. Title I reading program

ADOPTED: 10-12-98
Any student who is considered for retention will automatically be referred to the principal for further testing and diagnostic services. A child study team will meet and review the child’s educational program.

Parents, psychologist, principal, teacher, and/or other appropriate people concerned with the child shall comprise the child study team.

ADOPTED: 10-12-98
No staff member shall excuse any pupil from school prior to the end of the school day or into any person’s custody without the direct prior approval and knowledge of the building principal.

The principal shall not excuse a pupil before the end of the school day without a request for early dismissal by the student’s parents/guardians.

If there is a question about anyone who is requesting to take a child from school, the principal will follow this procedure:

1. Call parents and verify that the child is allowed to leave with the individual.

2. If parents cannot be reached, some form of proof or verification must be presented or arranged for by the individual wishing to take the child before the child will be allowed to leave.

ADOPTED: 10-12-98

Section 500 Index
Students will be allowed to obtain a work permit under the following conditions:

1. They must be passing all their courses with a minimum 2.0 GPA (cumulative).
2. Students will not be approved to work in programs supervised by immediate family members without prior Board approval.
3. The school will not make special effort to schedule (or reschedule) class to accommodate any early release request.
4. Students must leave the school premises at the specified time and not return unless it is for an approved school activity.
5. Employers will notify the school immediately each day that the student is not present.
6. Students must request and be granted early release before the beginning of the trimester during which he/she plans to take advantage of the program.
7. The school will not grant permission for early release until after students are scheduled for the trimester in question.

For each ninety hours of approved outside work, one school credit will be given (maximum credit per trimester). Businesses one must be approved by the principal and/or counselor before the student will be assigned to them and to receive such approval, each business must submit an education plan that students will be following. The plan must include the following:

1. Completed Work Release Proposal Form
2. Completed Work Release Form
3. A complete work release student log sheet showing the student’s attendance at the job, and a written evaluation of the student’s performance from the employer.
Camas County High School Work Release Form
(Seniors Only)

Before reading this, you will have been informed of the conditions for early dismissal and the extended work release program. Participation in this program is a privilege. Since education is our first concern, the school is not required in any way to facilitate this privilege. Schedules will not be changed to accommodate this privilege.

The great majority of students at CCHS are aware of the types of conduct that are acceptable. Your actions reflect your personal integrity, and the success of the program depends entirely upon you. We dare not let the possibility of inappropriate behavior on the part of a small minority destroy the privilege of this program for any student who is willing and able to conduct themselves in a manner becoming to the school or community.

THIS SECTION TO BE COMPLETED BY PARENT/GUARDIAN:

I, the undersigned (parent/guardian) of ______________________________________ give my permission for (him/her) to be excused from Camas County High School to attend work at:

- Employer name:_________________________________________________________________
- Employer Address:______________________________________________________________
- Employer Phone Number:____________________________________

I understand that my permission implies that I am willing to assume full responsibility for conduct and actions of this student during this period, and am hereby relieving Camas County School District #121 of any liability for any situation that may arise during this period of time.

Date:__________________________________ Signature:__________________________________
(Parent/Guardian)

THIS SECTION TO BE COMPLETED BY EMPLOYER:

__________________________________________ is employed by ______________________________
(Student Name)                             (Employer Name)

and needs to be excused from Camas County High School due to employment. He/She starts work at ________________ and gets off work at ________________.
(Time)               (Time)

Please circle the days of the week this student works for you.

MON.    TUES.    WED.    THURS.    FRI.

Date:________________________________________ (Signature of Employer)

The employer by signing must; provide the school district with a written evaluation of the student’s job performance at the end of each trimester.

NOTIFY US IN THE EVENT THIS STUDENT IS NOT PRESENT FOR WORK OR IS NO LONGER EMPLOYED BY YOU.
## Work-Release Student Log
Camas County School District #121

<table>
<thead>
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<th>Date</th>
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<th>Hours Worked</th>
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<tbody>
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**Total Hours Worked:**

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Parent Signature: __________________________________________
Employer’s Signature: ________________________________________
WORK-RELEASE PROPOSAL
Camas County School District #121

Student Name: ____________________________________________
Date: ____________________________________________________
Student's Proposed Work Site: _______________________________
Student Employment Start Date: _____________________________
ENDING DATE: ________________ Ending Date: ________________
Total hours student expects to work: _________________________
(90 hours=1 credit; 1 credit maximum per trimester; 3 credit maximum per year)

*Description of student's job duties
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Skills student hopes to learn at this job
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Has the student applied for and been granted a work release? Yes [ ] No [ ]
Parent Signature: ____________________________________________

Employer Information
Employer Name: ______________________________ Phone: __________
Address: ______________________________ Fax: _________________
Supervisor Email: ______________________________

Contact Counselor's Recommendations
Approve [ ] Disapprove [ ] __________________________ Contact Counselor’s Signature

If not approved, what modifications are necessary to meet work-study guidelines?
____________________________________________________________________

ADOPTED: 10-12-98

Section 500 Index

SECTION 500: STUDENTS © 1996 Elaine Eberharter-Maki
The Board believes a high school graduation certificate signifies the minimum academic preparation for life. Consequently, students who withdraw from school may have less than a minimal preparation. Therefore, the board strongly urges every staff member, parent, and citizen to exert all influences to keep all students in school at least through high school graduation. Students identified as potential or immediate dropouts will be requested to attend school for an assessment period. During this period, the following procedure is to be implemented:

1. The student and the counselor will meet for the purpose of discussing the reasons for leaving school and the student’s plan for the future.

2. The counselor and student’s teachers will meet to discuss the student’s present scholastic standing.

3. The student, counselor, parents and principal will meet to review the information and formulate recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a meeting will be scheduled between the student and counselor to discuss those educational and occupational alternatives which are available to him/her. The discussion will, at the minimum, include the following:

1. G.E.D.

2. Additional educational and vocational programs.

3. Work study programs.

When the student has been a dropout for ten days, the counselor will attempt to contact and confer with the student for a revaluation of his/her decision to leave school, with the option offered to return to school at this time as a student in good standing if he/she is willing to make up all assignments.

If the student still chooses to remain out of school, the guidance services of the school will be made available to him/her upon his/her request, until he/she is twenty-one or until he/she is enrolled in another school.

In summary, all efforts will be extended in an attempt to retain students in school and assist them in earning a diploma.

Section 500 Index

ADOPTED: 10-12-98
Pregnant and married students shall have all the rights and privileges of any other student.

ADOPTED: 10-12-98
## EDUCATIONAL PROGRAMS SECTION 600

<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>600</td>
</tr>
<tr>
<td>District Organization</td>
<td>601</td>
</tr>
<tr>
<td>School Holidays</td>
<td>603</td>
</tr>
<tr>
<td>School Calendar</td>
<td>604</td>
</tr>
<tr>
<td>Open Enrollment</td>
<td>606</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>609</td>
</tr>
<tr>
<td>Curriculum</td>
<td>612</td>
</tr>
<tr>
<td>Textbook Adoption Committee</td>
<td>615</td>
</tr>
<tr>
<td>Library</td>
<td>617</td>
</tr>
<tr>
<td>Supplemental Classroom or Library Inst. Materials</td>
<td>619</td>
</tr>
<tr>
<td>Movies and Videos Shown to Students</td>
<td>620</td>
</tr>
<tr>
<td>Guest Speakers</td>
<td>621</td>
</tr>
<tr>
<td>Freedom to Teach, to Learn and to Express Ideas</td>
<td>623</td>
</tr>
<tr>
<td>Controversial Issues</td>
<td>624</td>
</tr>
<tr>
<td>Sex Education</td>
<td>627</td>
</tr>
<tr>
<td>Wellness, Physical Activity and Nutrition</td>
<td>628</td>
</tr>
<tr>
<td>Release Time</td>
<td>630</td>
</tr>
<tr>
<td>Special Education</td>
<td>633</td>
</tr>
<tr>
<td>Title I Parent Compact</td>
<td>634</td>
</tr>
<tr>
<td>Gifted/Talented Education</td>
<td>636</td>
</tr>
<tr>
<td>Limited English Proficiency Programs</td>
<td>637</td>
</tr>
<tr>
<td>Homework</td>
<td>639</td>
</tr>
<tr>
<td>Report Cards</td>
<td>641</td>
</tr>
<tr>
<td>Grading</td>
<td>645</td>
</tr>
<tr>
<td>Promotion of Students</td>
<td>648</td>
</tr>
<tr>
<td>Middle School Credit System and Promotion</td>
<td>649</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>651</td>
</tr>
<tr>
<td>Commencement</td>
<td>654</td>
</tr>
<tr>
<td>Early Graduation</td>
<td>657</td>
</tr>
</tbody>
</table>
Lesson Plans .................................................................660

Permanent School Records ..............................................663
Class Record Book .........................................................666
Computer Software .......................................................669
Acceptable Use Policy – Electronic Devises .....................673
Emergency School Closure ..........................................675
Field Trips .....................................................................678
Extended Student Trips .................................................681
Contests for Students ...................................................683
Community and Adult Education .................................684
Enrichment Course Offerings University Level .............685
IDLA, Online and Correspondence Course .................686
Flag Display ................................................................689
The board of education recognizes its obligation and duty to provide an educational program equally available to all young people of the school district. The board of education believes that all children should have the opportunity to be educated to the extent of their abilities, aptitudes, capabilities, and interests through a program that recognizes and provides for the individual differences of all children of the school district. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98

Section 600 Index
The educational program for this school district shall be based on the 5-3-4 plan. Elementary units shall consist of grades kindergarten (K) through five (5), middle school shall consist of grades six (6) through eight (8), and senior high school shall consist of grades nine (9) through twelve (12).

LEGAL REFERENCE:
Idaho Code Section 33-512

ADOPTED: 10-12-98
School holidays may include Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Presidents' Day, Memorial Day, and Independence Day. No school sessions shall be held on these days. Other specified state holidays, if falling on a school day, shall be observed with appropriate ceremonies. Martin Luther King/Idaho Human Rights Day shall be commemorated by the schools of the district.

Each school in session on Veteran's Day shall conduct and observe an appropriate program for at least one class period remembering and honoring American veterans.

A day during the month of April or May in each year, designated as Arbor Day, shall be observed by such exercises as will encourage the planting, preservation, and protection of trees and shrubs.

LEGAL REFERENCE:
Idaho Code Sections
  33-512
  33-1606

ADOPTED: 10-12-98

Section 600 Index
Each year, a preliminary school calendar will be drafted by the school administration. The proposed calendar will be made available for employee input and then submitted to the trustees for approval no later than the May trustee meeting each year. The calendar may or may not include 190 teacher workdays - but will in all cases meet or exceed the mandatory instructional hours specified in Idaho Code 33-512.

LEGAL REFERENCE:
Idaho Code Sections
33-506
33-512

ADOPTED: 10-12-98
For those students attending this district's schools from out-of-district, the parent or guardian shall be responsible for transporting the student to and from the school or to an appropriate bus stop within this district.

Tuition will be charged the district of residence for students residing out of Camas County.

No student shall gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of enrollment option transfer to this district.

If a student applies and is accepted in this district from out of district, but fails to attend, that student shall be ineligible to again apply for an enrollment option in this district.

Non-resident students residing in license group homes, agencies or institutions shall be received and admitted if the facility is located within the district. However, this provision shall not inhibit the board from prescribing non-discriminatory pre-conditions or standards of admission when necessary to protect the health, safety, and welfare of its existing students and/or to protect its educational processes.

Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (P.L. 100-77), may attend any district or school within a district without payment of tuition when it is determined to be in the best interest of that child.

Attendance of Camas County resident students at a school outside of Camas County must first be authorized by the Camas County Trustees if payment of tuition is expected by the Camas County school district. Persons requesting such an arrangement clearly will be expected to demonstrate that the arrangement is in the best interest of the student/students for whom tuition payment is requested. This request should be made prior to August 1st.

As authorized by Idaho Code 33-1408, school trustees may establish a tuition levy if tuition is to be paid for Camas County Students.

LEGAL REFERENCE:
Idaho Code Section 33-1401 et seq.
Section 33-1408

ADOPTED: 10-12-98
The board is committed to providing educational opportunities for the school-age students residing within its boundaries. Taking into account the legislative intent and language of the dual enrollment statute, this board adopts the following policy:

DEFINITIONS:

**Dual Enrollment** - A nonpublic student residing within the boundaries of this district who is legitimately enrolled in a private, parochial, or home school or at a post secondary institution who is also dual enrolled in a public school in this district and has not graduated from high school.

**Nonpublic Student** - A student who receives educational instruction outside a public school classroom. Such instruction can include, but is not limited to, a private school or a home school.

**Primary Education Provider** - The person or entity providing the nonpublic student's educational instruction outside the public school programs or activities.

**Program and Activity** - The terms "program" and "activity" includes any program in the public school available to other students. This includes any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

ENROLLMENT:

A nonpublic student, wishing to enroll in this school district for academic and/or extracurricular programs or activities, must provide the same documentation and information required of all other students enrolling in the district including evidence of residence in this district, acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or a suitable waiver) and must comply with the registration procedures required by the district which includes providing complete records of the students’ academic history.

If enrollment in a specific program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the district.

REGISTRATION AND PROCEDURES:

Before entering a program or activity, a nonpublic student must complete a registration and gain admission to a school in this district. Registration shall include, in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement for the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

Pursuant to Idaho Code 33-203(1), if enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full-time in the public school. If a class or program is full and includes a part-time nonpublic
student when a regular full-time student transfers into the school during the semester, the
district's normal enrollment procedure shall remain the same and the nonpublic student may not
be disenrolled to provide space for the full-time student. Regular full-time students will be given
priority for enrollment at the start of each semester.

REGULATIONS AND POLICIES:

A nonpublic school student, while participating in this district's programs and activities, shall be
given the same rights as all other students enrolled in this district. Nonpublic school students
shall also be subject to compliance with the same rules and requirements that apply to full time
students.

PARENTAL RESPONSIBILITIES:

This district's responsibility for any nonpublic student extends only to the time that the student is
attending the program or activity for which the student is enrolled. The parent or guardian of the
student is responsible for the care and supervision of the student during all other times.

MIXED CURRICULUM:

Nonpublic students are welcome to participate in classes or grades with a merged or integrated
curriculum, as long as space is available.

If a nonpublic student wishes to attend activities or programs in a particular discipline in a class
or grade where the curriculum is merged or integrated, such request shall be made in writing
particularizing the subject matter presentment which the student desires to attend (i.e., art
instruction in the third grade). The teacher and principal of the school shall, upon request,
provide scheduling information to the nonpublic student. It shall be the nonpublic student's
responsibility to contact the district and ascertain when such subject matter will be presented.
Where certain subject matter is integrated into a mixed curriculum, no change in the presentation
need be made because of a nonpublic student's request for attendance. It is also the intent of this
policy to ensure that the teacher's right to integrate disciplines and be flexible in planning and
modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/SECTION 504/ADA STUDENTS:

A nonpublic school student's parents or guardian who wish to enroll their child in special
programs or benefit from special accommodations, consistent with the child's disability, must
meet the requirements of the Individuals With Disabilities Education Act (IDEA) Section 504 of
the 1973 Rehabilitation Act, or the Americans with Disabilities Act (ADA).

GRADUATION:

Nonpublic students must meet all graduation requirements of the State and this district in order
to graduate, take part in the commencement ceremony, and obtain a diploma from this school
district. Nonpublic students must be enrolled in a program approved by the school during their
last semester.
TRANSPORTATION:

A nonpublic student may ride a school bus on a regularly scheduled route so long as the student is eligible for transportation, and there is available space. No alteration of routes or new bus stops will be established. If a nonpublic student attends part time, the student may receive transportation at the regularly scheduled time closest to the time period for which the student is enrolled.

INTERIM PERIODS:

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the school premises other than when the program or activity for which the student is enrolled is taking place. The district shall not be responsible for the care or supervision of the student in any form for periods before, in between, or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his or her parents/guardian.

EXTRACURRICULAR NONACADEMIC ACTIVITIES:

A nonpublic student involved in an extracurricular activity is subject to the same eligibility standards and participation requirements as a regular full time student.

Oversight of academic standards relating to participation in nonacademic public school activities is the responsibility of the Primary Education Provider of each nonpublic student.

A nonpublic student must meet or exceed the testing requirements established by the State Board of Education before the student may participate in nonacademic public school activities. The testing is at the parents or guardian's expense and the test results are valid for twelve (12) months from the release date. The student must achieve a minimum composite score of the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in nonacademic programs.

LEGAL REFERENCE:

Idaho Code Section 33-203
Idaho State Board of Education Rule
IDAPA 08.02.05.220.13

ADOPTED: 10-12-98
The school board has the authority and responsibility to adopt and carry on a total educational program that strives to meet the objectives established in its philosophy.

The curriculum for the schools within this district shall be cooperatively developed by school officials and professional staff with the approval of the school board. Implemented by the professional staff under the direction of the administration. This curriculum shall be the total program of instruction and related activities provided to students.

All statutory and State Board of Education requirements related to curriculum and textbook adoption offering shall be met.

LEGAL REFERENCE:
Idaho Code Sections
33-512
33-1601 et seq.

ADOPTED: 10-12-98

Section 600 Index
This board may appoint a textbook adoption committee to advise it on selection of textbooks for the schools in this district.

One-fourth (1/4) of the committee members shall be persons who are not public educators or school trustees. All meetings of the committee shall be open to the public and any member of the public may attend such a meeting and file written or make oral objections to any textbook under consideration.

This district shall have available to the public the title, authors, and publishers of all textbooks being used in the district. The public has the right to inspect the instructional materials, except students’ tests, used in this district's schools.

LEGAL REFERENCE:
Idaho Code Section 33-512A.

ADOPTED: 10-12-98
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

- Libraries should challenge censorship in the fulfillment of their responsibility of providing information and enlightenment.

- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

- A person’s right to use a library should not be denied or abridged because of origin, age, background, or views, (concerns meeting rooms and exhibits spaces).

Book Selection

1. Provide for the needs of the individual school based on knowledge of the curriculum, the existing collection, and requests from students, parents, and school personnel.
2. Provide materials of high artistic, historic and literary quality.
3. Provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.
4. Provide materials for students with a wide range of skills and abilities as well as materials with diversity of appeal and different points of view.
5. Provide fair and objective presentations of sensitive subjects at the maturity level for which selected.
6. Consider materials on the basis of overall purpose; timeliness or permanence; importance of the subject matter; appropriateness to the subject matter and intended audience; quality of the writing and production; readability and popular appeal; authoritativeness; format and price; reputation and significance of the author, artist, composer, producer, or publisher.
7. Select materials on the basis of their strengths rather than to reject on the basis of their weaknesses.

There are several sources for locating materials that fit the above criteria:

Professional journals have sections on book reviews:
- School Library Journal
Library Media Connection (formerly Book Report)
Voice of Youth Advocates
Horn Book
The English Teacher
Preview boxes
This is helpful for nonfiction books because you can judge the content, reading level, attractiveness for yourself rather than take the publisher’s word.
Salesman who bring samples

Review of Book Usage and Electronic Media

Camas County School District has approved the state-adopted textbooks for each class. Supplemental books and/or electronic media are reviewed by teachers, librarians or curriculum committees for coordination and approval in the respective grades or subjects. If questions develop with respect to the use and/or appropriateness of any particular book or electronic media, a review of the usage of the book or electronic media may be requested. The following steps must be taken:

1. A Request for Review of Book or Electronic Media Usage form must be completed by a staff member or district patron.
2. This form, along with a request for review, clarification and determination of said book and/or book usage or electronic media, must be presented to the appropriate teacher, librarian or committee.
3. In the event that the review, clarification and/or determination is not to the satisfaction of the staff member or patron who made the request, the appropriate building principal may be asked to review the clarification and/or determination.
4. If the principal feels that additional clarification of the book or usage of the book and electronic media is desirable, he or she will request a review committee be formed. The principal will appoint the committee. The committee will include representatives from the library and/or the subject area department, a student, a patron, and principal and such other persons as may be deemed appropriate.
5. The review committee shall submit its recommendations to the building principal. The building principal will submit the recommendations to the superintendent of schools for disposition or final action.

Since the variation of cultures, mores, religions, backgrounds and other factors may affect the acceptability of education materials, alternative or supplemental materials are recommended where possible. These supplemental materials may include a variety from which the student may choose according to his or her interest or preference.
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<td>Book/electronic media title:</td>
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<td>Author (if applicable):</td>
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<td>Publisher/producer (if known):</td>
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Weeding

MUSTY is an acronym that should be used in the weeding process.

M - Misleading and/or factually inaccurate material.
U - Ugly. Refers to the book's physical condition. Materials that are worn and beyond repair.
S - Superseded. Newer editions or much better books should replace obsolete, out- of-date materials. Obsolescence occurs much more rapidly in some subject areas than others. Some areas like mythology are timeless; others like technology change frequently.
T - Trivial and of no discernible value. This would include materials that contain poor writing, have a subject or reading level inappropriate for the students and/or are no longer on standard lists of recommended materials.
Y - Your particular collection has no use for this material because the content or format is irrelevant to the school's needs.

LEGAL REFERENCE:

ADOPTED:

Section 600 Index
SELECTION OF MATERIALS

School district employees should select instructional materials appropriate to the maturity and skill levels of students.

Instructional materials review committee and review process

The instructional material review committee membership will consist of the following:
1. Head of the local teachers’ organization.
2. The school district counselor.
3. One community member selected by the Board of Trustees at the annual trustee organizational meeting (interested community members will be asked to complete an application and information form to be submitted to the trustees for review).

The chairperson of the committee will be the head of the local teachers’ organization.

The following procedure shall be followed whenever this district’s books, materials, or resources are questioned.

The instructional material review committee will review possible controversial materials when a written review request form is completed by a teacher, trustee, administrator, or citizens. The review will utilize the format attached to this policy identified as “Instructional review committee process”. The committee will invite the person requesting the review to address the committee, should the person wish to do so. The teacher will also have the right to defend their position before the committee. The written review request form is attached to this policy.

The superintendent and building principal will be notified whenever persons wish a review to take place and these administrators will implement the review process. Persons wishing a review will complete the attached form identified a “Request for instructional Material Review”. A request for review will focus on a single item of instructional material. The review will be completed within ten school workdays after the initial review request. Only one review per month will be scheduled with reviews of items being held in the order in which review requests are received.

If the instructional review request is related to material currently in use, the use of the material may continue while the review process takes place.

The review committee will vote by anonymous written yes or no ballots as to whether the material is appropriate for use in the Camas County School District 121. Material may be approved for use with specific modifications recommended by the review committee. The majority vote of the review committee will determine whether material may be used. All committee members must vote. The chairperson of the committee will provide a written recommendation to the superintendent of schools reflecting the recommendation of the majority of the committee. The recommendation will not reveal the vote of individual committee members.
Persons not satisfied with the decision of the committee may ask to be placed on the next Board of Trustees agenda to seek a Trustee decision by completing the “Appeal to Board of Trustee” form, which must be obtained from the school superintendent and returned to the school superintendent. **The defending teacher will also have the opportunity to make a rebuttal before the Board of Trustees.** The decision of the Trustees will be final.

**Complaints against school employees**

If any complaint about instructional material also incorporates a complaint regarding a school district employee, the complaint regarding the employee will be treated as a separate issue from the appropriateness or non-appropriateness of instructional material.

Complaints against school employees will follow school district policies which specify that complaints will be made in writing and given to the school superintendent and/or the chairperson of the Board of Trustees. No public attach against school employees will be allowed. All complaints against school employees will be reviewed by trustees in executive session and employees will receive all due process rights provided by local district policies, state and federal law.

Section 600 Index
Title:
Publisher (if known):

Complaint submitted by:
  Name:
  Address:
  City, State, Zip:
  Telephone:

Complaint Represents:
  ___ Self
  ___ An Organization (Please Identify)
  ___ Some Other Group

1. To what in the material do you object? Please be specific (cite pages, attach additional pages to this form if necessary).

2. What do you feel might be the result of making the material available to students?

3. Is there anything good about this book?

4. Did you read the entire book or item? If not what parts?

5. What would you like the school to do about instructional material?
   ___ Do not use it with my child.
   ___ Withdraw it from use by all students as well as from my child.

6. Would you consider making an oral presentation to the review committee about your objections to the material?

Signature of Complainant: ___________________________________________
Date: ______________________

INSTRUCTIONAL MATERIAL REVIEW COMMITTEE PROCESS
Controversial instructional materials

The chairperson of the committee is expected to utilize this format in the review of controversial instructional materials. The committee also is expected to use professional judgment which may or may not follow this format. At the conclusion of reviewing an item of controversial instructional material, the chairperson will complete this form based on the recommendation of the majority of the review committee without identifying the position of any of the committee members. The completed form and recommendation will be given to the school superintendent by the committee chairperson no later than ten school workdays after the initial review request form is given to the committee chairperson by the school superintendent.

The person or persons who wish a review of the material will be invited to make a presentation to the review committee should the person or persons wish to do so. **The teacher involved will also be invited to make a presentation before the review committee.**

Identify/name/describe the material referred for review.

Is the material to be purchased, in use now, or proposed for use?

Is the material supplemental material, a basic text, or library item?

Is the material on the Idaho approved textbook list or other recommended state or national collection lists? (If yes, identify list and attach photocopy).

1. Does the material contain words commonly viewed to be vulgar or offensive?

2. Does the material contain explicit depictions of sexual activities?

3. Is the material supportive of the United States of America?

4. Does the material promote a specific religion?
   A. Could the material be used by having a school employee (not a student) remove sections of the material?
   B. Could a non-controversial instructional material item be substituted for the controversial item without diminishing educational opportunities for students?
   C. Please provide a written recommendation to the school superintendent regarding the use or non use of the material which recommendation reflects the position of the majority of the committee. (Use additional pages if needed)
Controversial Instructional Material

I/we wish to appeal the decision of the instructional review committee related to the use/non use (circle one) of the instructional material identified as _______________________________

I/we ask that the issue of the use of non-use of this instructional material be reviewed by the Board of Trustees at their next regular meeting (Request to be on the agenda must be given to the school superintendent at least seven calendar days before the Trustee meeting for the month). I/we understand that the decision of the Board of Trustees is binding in regard to the use of non-use of instructional materials except that I/we have the right to insure that the materials are not used with my/our children no matter what the decision of the Board of Trustees may be. I/we may obtain this right by filing a written statement with the superintendent of schools.

I/we understand that instructional material may be in use until the review process is completed by the Trustees and that any parent or guardian has the right to have their child or children utilize another item of instructional material or be placed in a different learning environment while the item is dispute is being utilized. Parents or guardians who wish to utilize these options are asked to inform the building principal in writing as to their wishes.

I/we understand that an orderly, respectful presentation may be made to the Board of Trustees by the person or persons filing this appeal. **I/we understand that the teacher may also present information to the Board about the material.** Any complaint about school employees will utilize the district complaint procedure which prohibits public review of complaints about school employees.

________________________
Signatures/Date of Signatures for person/persons wishing to appeal

________________________
Date appeal received by Superintendent - Signature of Superintendent

Section 600 Index
Teachers need to develop a “Video List” of all movies with a “G” or “PG” Rating which they plan to show to their students, and this “Video List” must be sent home for all parents/guardians to review prior to the showing of any movies for the year in question. Parents/guardians will then have the opportunity to notify teachers if they have any objections relative to any movies on the above mentioned “Video List.”

Should parents/guardians have objections with respect to certain movies on this “Video List,” they would have the opportunity to request that their sons/daughters be excused from watching the movie(s) to which they have objected. If this scenario should ever occur, the teacher would plan for an alternative educational lesson for the student(s) not watching the movie(s) in question.

Educational videos and films by recognized publishers of general audience type of materials (i.e., National Geographic, National Science Foundation, etc.) may be shown (without parental and/or guardian approval) even though such videos/films may not have a Rating.

Movies and Videos viewed by students on the campus of Camas County School District 121 or at off campus activities sponsored by Camas County School District 121 are to be rated as follows:

- “G” - General Audience Rating approved for grades K-5
- “PG” - Parental Guidance Rating approved for grades K-5
- “PG - 13” - Parental Guidance Rating approved for grades 6-8
- “PG - 13” - Parental Guidance Rating approved for grades 9-12

NOTE: Teachers’ discretion should be used whenever showing any videos to students, and prior written approval from parents/guardians is required whenever showing any PG-13 Rated movies for grades K-8.
Parent and/or Guardian Permission Slip For Video Presentations

The following “PG-13” Rated video (________________________________________) is planned to be shown in Mr./Mrs./Ms. classroom on __________________________________________.

Should you (as a parent and/or guardian) have no objections for your son/daughter to view this video, please sign the appropriate space below. Should you (as a parent/guardian) have objections for your son/daughter to view this video, please sign the appropriate space below. In the event that you do not wish for your son/daughter to view this video, the teacher will plan for an alternative educational lesson for your son/daughter.

Yes, I would like my son/daughter to view this video: ____________________________.

No, I would not like my son/daughter to view this video: ____________________________.

Section 600 Index
Any teacher wishing to invite a guest speaker to present to students attending this district must receive prior approval from the building principal.

In those instances when controversial matters may be discussed, the parent/guardians of the students shall be notified. When such materials shall be presented, students may request to be absent from class. In those instances, the teacher shall provide the students requesting to be absent with suitable instructional materials.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
The freedoms to teach, to learn, and to express ideas without fear of censorship are fundamental rights held by public school teachers, school employees, and students as well as all other citizens. These freedoms, expressed and guaranteed in the First Amendment to the U.S. Constitution, must be preserved in the teaching/learning process in a society of diverse beliefs and viewpoints and shared freedoms. Public schools must promote an atmosphere of free inquiry and a view of subject matter reflecting a broad range of ideas so that students are prepared for responsible citizenship. However, criticism of educational resources and teaching methods and the advocacy of additional educational resources are also essential First Amendment rights of students, faculty, parents, and other members of the community.

Public school personnel should:

1. Select curriculum, teaching methods, resources, and materials appropriate to the educational objectives and the maturity and skill levels of the students based on their professional competence as educators and according to established school board policies and procedures. However, teachers should not be allowed to indoctrinate students with their own personal views.

2. Provide students with access to a broad range of ideas and viewpoints.

3. Encourage students to become decision makers, to exercise freedom of thought, and to make independent judgements through the examination and evaluation of relevant information, evidence, facts and differing viewpoints.

4. Support students’ rights to present their ideas even if some people might find the ideas objectionable.

5. Discuss issues, including those viewed by some as controversial, since such discussion is essential to students’ development of critical thinking and other skills which prepare them for full participation as citizens in a democratic society.

It is also the policy of School District 121 that:

1. Parents have the right to affect their own children’s education, but this right must be balanced against the right other parents’ children have to a suitable range of educational experiences.

2. Alternative materials may be provided by the instructor when the building administration and instructor receive a written request to do so and after material is determined to be personally objectionable to the student and parent/guardian.

3. The community at large, of this district, has the right to be interested in its practices and programs, but the participation in the educational life of the school district must respect the constitutional and intellectual rights guaranteed school personnel and students by American law and tradition.
The classroom is not the proper arena for religious, political or personal propaganda. Teachers should exercise their full rights as citizens, but should avoid controversies in the classroom which may tend to decrease their value as a teacher.

Teachers should assist and encourage students to assemble factual information on controversial issues and help them reach their own conclusions. The ability to study an issue without prejudice and withhold judgment while facts are being collected, assembled, and weighed, so that relationships can be seen before drawing conclusions, is among the most valuable results of a free educational system.

The teacher, prior to presenting subject matter of possible controversial nature, will review with the administration such subject matter. If the administration feels the material is controversial, an effort will be made to make parents or guardians aware that the material will be presented.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
The Idaho Legislature has found that the primary responsibility for family life and sex education, including moral responsibility, is in the home and the church, and schools can only complement and supplement those standards established in the family. The legislature has given this board the authority to determine whether any program in family life and sex education will be introduced into its schools.

Sex education is defined as the study of the anatomy and the physiology of human reproduction.

Major emphasis in any family life and sex education class will be to assist the home in giving the students the knowledge and appreciation of the family in our social system.

Such courses will give students the scientific, physiological information for understanding sex.

Any program adopted by this district will give students a background of ideals, standards, and attitudes that will be valuable to the students.

This district will involve parents and community groups in the planning, development, evaluation, and revision of any instruction in sex education.

Any parent/guardian may have their child excused from any planned instruction in sex education by filling a written request to the board. Alternative educational endeavors will be provided for those students who are excused.

LEGAL REFERENCE:
Idaho Code Sections
33-1608
33-1609
33-1610
33-1611

ADOPTED: 10-12-98
Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Camas County School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Camas County School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Section 600 Index
• Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

• District staff will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and reasonable time for students to eat.

• The district will participate in available federal school meal programs including the School Breakfast Program and National School Lunch Program.

• Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will encourage linkages between health education and school meal programs, and with related community services.

**TO ACHIEVE THESE POLICY GOALS:**

**I. School Health Councils**

The school district and/or individual schools within the district will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

**II. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

**School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

• be appealing and attractive to children

• be served in clean and pleasant settings;

• meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;

• offer a variety of fruits and vegetables

• serve only low-fat and fat-free milk (nutritionally-equivalent non-dairy alternatives can be provided); and

• ensure that half of the served grains are whole grain.

*Section 600 Index*
Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of foods with parents and students.

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

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

**Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

**Meal Times and Scheduling.** Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff.** Qualified nutrition personnel will administer the school meal programs. As part of the school district’s responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in the district. Staff development programs should include appropriate certification and/or training programs for cafeteria managers and cafeteria workers.
**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

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

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

**Beverages**

- **Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA); sports drinks, unsweetened ice tea.

- **Not allowed:** soft drinks; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners.

**Foods**

- A food item sold individually: (Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)
  
  o will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;

  o will have no more than 35% of its weight from added sugars;

  o will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

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Section 600 Index
**Portion Sizes:**

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

**Fundraising Activities.** To support children’s health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations.

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

**Rewards.** Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic...
performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above).

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day must contain 50% of the menu items that meet the nutrition standards for meals or for foods and beverages sold individually (above).

### III. Nutrition and Physical Activity Promotion and Food Marketing

**Nutrition Education and Promotion.** Camas County School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;

- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, and farm visits;

- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;

- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

- links with school meal programs, other school foods, and nutrition-related community services;

- teaches media literacy with an emphasis on food marketing; and

- includes training for teachers and other staff.

**Wellness, Physical Activity and Nutrition - Continued**

**Section 600 Index**

**Integrating Physical Activity into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 30 minutes per day) and
for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;

- opportunities for physical activity will be incorporated into other subject lessons; and

- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communications with Parents.** The district/school will support parents’ efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

The district/school will provide information about 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.

**Food Marketing in Schools.** School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on, books or curricula, textbook covers, school supplies, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through fundraising activities.

**Staff Wellness.** Camas County School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

**IV. Physical Activity Opportunities and Physical Education**

**Daily Physical Education (P.E.) K-12.** All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 150 minutes/week for elementary school students and
225 minutes/week for middle and high school students) for the entire school year. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

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

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

**Physical Activity Opportunities Before and After School.** All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

**Physical Activity and Punishment.** Staff will not withhold opportunities for physical activity as punishment.

**Safe Routes to School.** The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local City and County Officials in those efforts.

**Use of School Facilities Outside of School Hours.** School spaces and facilities may be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also may be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

**Monitoring.** The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school’s compliance to the school district superintendent or designee.

School food service staff will ensure compliance with nutrition policies within school food service areas. The food service agency is evaluated on an ongoing regular basis by State Child
Nutrition Programs personnel.

Policy Review The district, and individual schools within the district, will, review this policy on an annual basis, and as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

ADOPTED: August 12, 2013
This district allows release time for students from the regular school day for religious or other purposes under the following conditions:

1. Students in grades nine (9) through twelve (12) may be excused from school for a period not exceeding five (5) periods in each week.

2. Students desiring to have release time must have a parental release form signed by a parent or guardian on file in the high school office.

3. The board shall have reasonable discretion over the scheduling and time of the release time.

4. Release time shall not reduce the minimum graduation requirements.

5. No public school facilities shall be used for religious instruction under this policy.

6. No public school facilities, personnel or equipment may be utilized, nor attendance records for the benefit of release classes for religious instruction be provided.

7. No credit shall be awarded by this district for completion of courses during release time for religious purposes.

8. At the discretion of the board, credit may be granted for release time activities that are not religious in nature.

LEGAL REFERENCE:
Idaho Code Section 33-519.

ADOPTED: 08-09-94
This board adopts in full the *Idaho Special Education Implementation Manual* dated February 2007, and all subsequent amendments to the manual as developed by the Idaho State Department of Education, Special Education Section.

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**LEGAL REFERENCE:**
Idaho Code Section 33-2001 *et seq.;*
20 U.S.C. 1400 *et seq.;*
34 C.F.R. 300 *et seq.*

**ADOPTED: 05-11-2009**

[Section 600 Index]
Statement of Purpose

The Camas County School District is committed to the goal of providing quality education for all students. Partnerships with parents and with the community will assist our schools in meeting this goal. Everyone gains if the community, school and home work together to promote high student achievement. Parent and community involvement is critical to the effectiveness of schools and is an important key factor contributing to students’ achievement and success.

Parental Involvement in Developing the Policy

A Title I Parental Involvement Committee will consist of a least one Title I parent and one Title I teacher, a principal, and if possible a member of our community who resides within the school district’s limits, will meet to review our district’s Title I Parent Involvement Policy and make changes as needed.

Build Capacity and Support for Strong Parent Involvement

- Parents will be informed of their child’s participation in the Title I program.
- An annual meeting for Title I parents will be held at least once a year.
- Parents will be kept informed of child’s academic progress.
- Parents will have reasonable access to the staff and school.
- Parents will be invited to participate during the school day at least once a year.
- Parents will be provided with specific instructional strategies to help their child with reading and/or math at home. The teacher, if necessary will model the strategies.
- The District Title I Program will encourage and promote parents as partners in their child’s education by providing Title I staff with resources, technical assistance, and staff development opportunities in the area of parental involvement.
- The District Title I Program will provide a model parent-school compact, which outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement. The school and parents will be provided with the means to build and develop a partnership to help children achieve high standards.
- The District Title I Program will operate a Title I Parent & Teacher Resource Center in an effort to support Title I students, their families and the school.
- The District Title I Program will support, encourage, and if possible, coordinate community outreach efforts in the area of parent involvement.
Evaluation

There will be an annual evaluation of the content and effectiveness of the Title I Parent involvement Program, and Title I parents will be asked for their input. The aim will be to evaluate the Title I Parental involvement Program, by conducting surveys, visiting the school, securing written comments from the Title I parents and Title I teacher.

The annual evaluation will include an assessment of how often parental involvement is occurring and what barriers to parental participation still need to be overcome. The results of the evaluation will be shared with Title I staff and will serve to guide the Title I program in future goal setting. The Title I Parental Involvement Committee will revise its Parental Involvement Policy on the basis of this annual review.

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ADOPTED: 5-10-2004
This district shall provide for the special instructional needs of the gifted/talented children enrolled within the district.

The eligibility criteria as determined by the State Board of Education shall be followed.

LEGAL REFERENCE:

ADOPTED: 10-12-98
Helping Idaho students continually progress in their mastery of the English language is an integral part of the education process. All students, including limited-English-proficient (LEP) students, represent a broad range of abilities and interests. For this reason student progress alone cannot serve as the only criterion for the placement and retention of students in special programs for LEP students; neither can it be the only criterion used to judge the success of a school program.

The schools in this district are required to make a reasonable effort to address the special language deficiencies of LEP students. The programs and practices used in this district shall be reasonable calculated to effectively implement the educational theory adopted by each school. However, there is no guarantee for the success of every individual student in meeting respecified criteria of English language proficiency.

LEP students are defined as those students who do not have the clearly developed English language skills necessary to receive instruction in English. National origin minority students whose only language is English, and who may be in difficulty academically, or who have language skills that are less than adequate are not LEP students.

The following procedure shall be used for the identification of LEP students:

1. Within two (2) weeks following commencement of the school year, or when a student first enrolls in this district, students should be identified as potential LEP through appropriate screening and teacher observation. Following an initial identification of a potential LEP student, the school will:
   a. Conduct a home language survey in English and Spanish, requesting that parents indicate whether a language other than English is spoken in the home;
   b. If a language other than English is spoken in the home, or if the survey is not returned within two (2) weeks, the student will be administered a language dominance test within the following two-week period to determine proficiency.

2. The district will request from the Idaho Department of Education a list of approved or recommended language dominance tests. Where no test are available to assess the language dominance of students, locally developed tests may be administered to determine the deficiencies.

3. The program and practices used with LEP students shall be reasonably calculated to effectively implement the educational theory adopted by this district and shall:
   a. Be recognized as sound by some experts in the field; or

Section 600 Index
b. Be recognized as legitimate educational strategies; and

c. Be modified if it is determined that this district’s programs prove to be unsuccessful after a legitimate trial period.

4. Students who are of limited English proficiency are entitled to instructional programs that lead to proficiency in English. Once students have been placed in an alternative language program, they shall be provided with services until they are proficient enough in English to participate meaningfully in the regular educational program. Factors to take into account shall include:

   a. Whether the students are able to keep up with their non-LEP peers in the regular educational program;

   b. Whether the students are able to participate successfully in essentially all aspects of the school’s curriculum without the use of simplified English materials;

   c. Whether the students’ retention-in-grade and dropout rates are similar to those of their non-LEP peers.

   d. LEP students shall not be placed in special education programs that do not address the students’ inability to speak or understand English, but shall be placed in programs that meet their needs.

   e. LEP students shall not be categorically excluded from gifted/talented programs or other specialized programs.

5. The criteria used for exiting students from an alternative language program:

   a. Shall be based on objective standards, such as standardized test scores;

   b. Students will not be exited from LEP programs unless they can read, write, and comprehend English well enough to participate meaningfully in this district’s education programs;

   c. Alternative programs shall not be a means to segregate national origin minority students.

6. Educational justifications for excluding a particular LEP student from a specialized program may include:

   a. Time for the program would unduly hinder the student’s participation in an alternative language program; and

   b. Students will not be exited from LEP programs unless they can read, write, and comprehend English well enough to participate meaningfully in this district’s education programs;

   c. Alternative programs shall not be a means to segregate national origin minority students.

Section 600 Index
b. The specialized program requires proficiency in English language skills for meaningful participation.

7. This district shall report annually to the Idaho Department of Education on an appropriate form the following:
   a. Total number of children participating in the LEP program;
   b. Progress made by students enrolled in the program;
   c. Number of students exited from the program and the criteria upon which this decision was made;
   d. Proposed changes, if any, for the subsequent year.

8. All LEP programs shall be periodically evaluated or modified as appropriate to ensure that these programs are successful. Success is measured by LEP students overcoming their language barriers sufficiently well and sufficiently promptly to participate meaningfully in this district’s education programs.

9. Adequate staff and necessary resources shall be provided for a successful LEP program.

10. If this district does not have LEP students enrolled, it will certify that fact to the Idaho Department of Education under the signature of the superintendent of schools or the chairman of the board of trustees.

LEGAL REFERENCE:
Title VI of the Civil Rights Act of 1964
Castaneda v. Pickard, 648 F. 2d 989 (5th Cir. 1981)
Idaho Migrant Council, Inc. v. Board of Education, Civil No. 79-1068 (1983) (Consent Degree)
Office for Civil Rights Memorandum to OCR Senior Staff from Williams, September 27, 1991
Office for Civil Rights Memorandum to OCR Senior Staff from Williams, April 6, 1990

ADOPTED: 10-12-98

Section 600 Index
Homework may be assigned when it serves an educational objective which can best be accomplished by an out-of-class assignment or activity. In determining the amount of work assigned to students, each teacher must recognize the other obligations and time commitments the students have to their family and other organizations.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 10-12-98
Report cards are used by all schools and at all levels to report student progress to the parents/guardians.

At least two (2) parent-teacher conferences shall be held each year in the elementary schools. Report cards will be given to the parent/guardian when the parent-teacher conferences are held at the end of the quarter. When parent-teacher conferences are not held, the report cards shall be issued within five (5) school days following the end of the quarter.

Report cards for secondary students will be distributed to the parents at the end of each of the four (4) grading periods. Conferences with parents should be arranged on an individual basis whenever necessary.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 10-12-98
For grades K, one (1) and two (2), student’s progress and achievement will be reported on the following scale:

1. O = Outstanding
2. S = Satisfactory
3. N = Needs Improvement
4. X = Not Evaluated

For grades three (3) through twelve (12), students’ progress and achievement shall be reported on the basis of the letter grades A,B,C,D, and F.

The letter grades interpreted shall have the following numerical values:

A = 90-100
B = 80-89
C = 70-79
D = 60 - 69
F = Below 60

Grades granted in partial credit courses will not be computed on the secondary level for purposes of determining membership and honor groups or organizations, or rank in class.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 10-12-98
In general, children will be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

Children will usually progress annually from one (1) grade to the next. However, in cases where it has been determined that retention is in a particular student’s best interest, he or she may be retained in the same grade for one (1) additional year. Retention decisions will be made according to the steps listed below. Documented exceptions to these procedures may be made in special situations (e.g. special education students) with the approval of the school principal.

1. If the student is failing to make normal progress, the parents must be notified early, so that the school and the family may cooperate in helping him/her achieve greater success.
2. In general, retentions should be restricted to the primary level. However, older students may be considered if it is strongly felt that retention will help the student.
3. The Light’s Retention Scale worksheet must be completed by the teacher prior to the teacher/principal conference.
4. The teacher is to discuss possible retention with the principal prior to discussing the matter with the parent(s).
5. A student retention worksheet and parent letter must be on file at the school for each student retained.
6. Parent notification of the recommendation to retain is to be given as early as possible in the school year.

Such retention must be cleared in advance by the building principal and discussed in advance with the parent of the child.

In secondary programs a student's progress will be determined by the number and nature of the subjects passed. A student may advance from junior high school into the senior high school with less than the usual number of credits when the administrators of the two (2) buildings jointly agree that such a move will be in the best interest educationally for the student involved.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 10-12-09
In order to ensure that all students are prepared to be successful in high school and to increase the academic engagement and accountability for middle school students, all students in grades 6-8 must attain a minimum of 85% of the total credits attempted to be promoted to the next grade level. A credit is earned for each semester of a class that the student passes. Students will not be allowed to lose a full year of credit in any one content area (for example, a student could not fail a full year of math) and automatically move on to the next grade level.

Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to recover credits or complete an alternate mechanism in order to be eligible for promotion to the next grade level.

ADOPTED: 7-11-2011
Camas County Junior High School
Pathways to Promotion

The Main Pathway:
Earn credit in 85% of courses taken with no full-year credit loss in any subject area

The Alternate Pathway
(You must meet at least 2 of the following 3 requirements):

- Must show grade level growth or better on Spring to Spring ISAT scores
- Must finish the year with a 2.75 GPA or higher for both semesters
- Credit recovered through IDLA (parent responsible for tuition)

Tips for a Successful School Year
- Stay organized by using agendas and planners.
- Develop the habit of working hard and managing your time wisely.
- Continually think and ask questions that will help you understand the assignment.
- Communicate often with your teachers and parents about your classes.
- Take advantage of all resources available to you.

You are promoted to the next grade!
All students graduating from this school district shall meet the state and this district’s graduation requirements. Only those students with the necessary number of credits may participate in the graduation ceremony. However, the principal of the high school may waive the credit requirements on a case-by-case basis.

As a further condition of graduation, and as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript, all indebtedness incurred by a person when he or she was a student must be paid. Furthermore, all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the school district borrowed by the person when he or she was a student of the district must be returned.

The payment of fees may be excused upon an adequate showing of financial need or other exigency.

Outstanding fees shall not cause a delay in transferring school records to another school district or prevent a student from enrolling in any other school.

GRADUATION REQUIREMENTS:

See attached list.

LEGAL REFERENCE:
Idaho Code Sections
33-119
33-603
33-1601 et seq.
18-4511

ADOPTED: 10-12-98
The school district shall sponsor commencement or graduation exercises for students who have met the graduation requirements set forth by this school district (see policy 651) and the State of Idaho for completion of a high school program and the awarding of a diploma. Only students who have completed these requirements for graduation and foreign exchange students in their senior year, who are eligible for a Certificate of Completion or attendance will be allowed to participate in graduation exercises. Students must be enrolled in a program approved by the school during the last semester.

Management of the ceremonies shall be the responsibility of the administration.

LEGAL REFERENCE:
Idaho Code Section 33-512 (7)

ADOPTED: 10-12-98
Any high school student who completes the number of credits required by both the state and the
district prior to completing eight (8) semesters of high school work, may petition the State to
graduate early.

This board will permit early graduation under unusual and unique circumstances, for students
who would benefit from early graduation. Early graduates may participate in the regular spring
commencement ceremony.

Early graduation procedure:

The deadline for filing application, and approval for early graduation is before the beginning of
the semester/trimester in which the student wishes to graduate.

1. An early graduation form shall be completed in detail.

2. The student and parent/guardian shall meet with the counselor, who will review the
application, and counsel the student. The counselor shall make a determination on the
basis of credits earned whether the request is possible.

3. The counselor shall meet with the building principal to inform him or her of the request
and supply all pertinent information concerning the application. The principal and
counselor shall determine whether to recommend the approval or denial of the
application. That recommendation shall be taken to the board.

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LEGAL REFERENCE:
IDAPA 08.02.05.210.07.

ADOPTED: 10-12-98
A record of objectives, strategies, and outcomes shall be maintained by the instructional personnel in a Lesson Plan Book which is provided to each teacher. Weekly or unit lesson plans shall be prepared and, if requested, shall be submitted weekly to the building administrator or may be checked from time to time as needed at the direction of the building administrator.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Records of the student's educational program, including attendance, test scores, subjects, and grades will be maintained in appropriate form and shall be permanent. The school district, through microfilming and other method, shall make reasonable effort to safeguard these records.

The records shall be maintained under the legal name of the student and, in addition to school information, shall include such information as birth date, residency, parent's name, etc., as may be deemed necessary and advisable.

The policy pertaining to student record requirements is found in Section 500: Students of this policy manual.

LEGAL REFERENCE:
Idaho Code Section 33-506
34 CFR Part 99

ADOPTED: 10-12-98

Section 600 Index
The original and official record for student performance is the class record book provided to each teacher.

The class record book shall be maintained carefully and accurately by staff. Sufficient student progress evaluation shall be recorded enabling the teacher to make a fair appraisal of student performance.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
All district staff and students shall abide by the licensing agreement that accompanies each piece of software purchased by this district or used on district equipment. A notebook shall be kept in the principal’s office. Included in this notebook shall be:

1. Licensing agreements for the software used on the equipment and warranties.
2. Serial numbers.

A copy of all licensing agreements shall be filed with the computer coordinator. The district building, room location, and name of software shall be written on, or attached to, the agreement. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location.

All personal software used on district equipment will be accompanied by:

1. The original discs;
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is personal software and is being used observing the software agreement.

The computer coordinator shall monitor the observance of all policies. If deviations from the policies are observed, the responsible party will be asked to comply with this policy. If the individual does not comply with this policy immediately, the individual shall be reported to the building principal who will take necessary steps to insure compliance.

LEGAL REFERENCE:
17 U.S.C. Section 101 et seq.
Marcus v. Rowley, 695 F.2d 1171 (9th Cir. 1983)

ADOPTED: 10-12-98
POLICY TITLE: Acceptable Use Policy – Electronic Devices

Introduction
Camas County School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, CCSD will provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The CCSD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- CCSD makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered
CCSD may provide Internet access, desktop computers, mobile computers or smart devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, (BYOD) bring your own device and other types of technology devices.

As new technologies emerge, CCSD will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies
All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access
CCSD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email
CCSD may provide users with email accounts for the purpose of school-related communication.
Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social/Web 2.0 / Collaborative Content**
Recognizing the benefits collaboration brings to education, CCSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

**Mobile Devices Policy**
CCSD may provide users with mobile computers or other smart devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.
Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should will report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.
Use of school-issued mobile devices off the school network may be monitored.

**Personally-Owned Devices Policy**
Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during instructional hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.
Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

**Security**
Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads**
Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.
You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for education purposes.
Netiquette
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
Users should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism
Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.
If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent if you’re using the device at home) immediately.

Cyberbullying
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else. If suspected notify CCSD staff.
Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use
I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
✓ Cite sources when using online sites and resources for research.
✓ Recognize that use of school technologies is a privilege and treat it as such.
✓ Be cautious to protect the safety of myself and others.
✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Examples of Unacceptable Use**

**I will not:**

✓ Use school technologies in a way that could be personally or physically harmful.
✓ Attempt to find inappropriate images or content.
✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
✓ Use school technologies to send spam or chain mail.
✓ Plagiarize content I find online.
✓ Post personally-identifying information, about myself or others.
✓ Agree to meet someone I meet online in real life.
✓ Use language online that would be unacceptable in the classroom.
✓ Use school technologies for illegal activities or to pursue information on such activities.
✓ Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Limitation of Liability**

CCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While CCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

CCSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network or personal devices.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution
I have read and understood this Acceptable Use Policy and agree to abide by it:

________________________________________  
(Student Printed Name)  

________________________________________  
(Student Signature)  
(Date)

I have read and discussed this Acceptable Use Policy with my child:

________________________________________  
(Parent Printed Name)  

________________________________________  
(Parent Signature)  
(Date)

Date Placed in Student’s File

ADOPTED: 2/11/2013
The superintendent or the County Sheriff is granted the power by the board to close the schools or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety or health of the students or staff.

When such emergency closure occurs, the superintendent shall bring it to the attention of the board at the next regular meeting for approval.

Upon approval by the board, up to eleven (11) hours of emergency school closure due to adverse weather conditions and/or facilities failures may be reduced from the annual instructional hour requirements.

LEGAL REFERENCE:
Idaho Code Section 33-512(1)

ADOPTED: 10-12-98

Section 600 Index
The following rules apply to field trips requiring transportation:

1. Every teacher considering a field trip must confer with the building principal before making any arrangements or announcements.

2. After securing the principal's tentative approval, the teacher must complete a field trip request form. The teacher should have firsthand knowledge whether the field trip will meet State educational program content standards.

3. Formal plans must be submitted to the principal for approval.

4. Upon receiving such approval, transportation will be arranged.

5. All students must return permission slips for the field trip, signed by a parent or guardian before they will be allowed to participate in the field trip.

6. Any field trip taking students outside the State of Idaho must be referred, by the administration, to the Board of Trustees for approval.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 11-9-2009
Requests for extended trips shall be made to the building principal and should have the principal's support before being presented to the superintendent. The building principal shall confer with the superintendent prior to presenting the request to the board. The board shall render the final decision on extended trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association shall be scheduled by the administration.

Extended trips by students attending this district must be consistent with and reflect district educational goals and objectives as presented in this district's philosophy and curriculum guide. Trips should provide a valuable educational learning experience.

Extended trips should be scheduled after regular school hours, on weekends, or during vacations whenever possible.

GUIDELINES FOR TOURS, EXCURSIONS AND OVERNIGHT TRIPS:

1. The proposal must have strong support from the building principal, teachers, parents, and students.

2. The proposal must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperons, teachers, and students.

3. Major fund raising drives must be coordinated in order to control the financial impact on the school community.

4. The total number of school days missed must be included in the written proposal. Advanced makeup will be required when the trip exceeds one (1) school day.

5. Extended trips are discouraged during regular school time. Proposals for extended trips out of state shall include financial information, including the cost to the class, club, department or organization, and the projected cost to the school district and the individual student.

6. The specific proposal shall include the number of students, names of chaperons, the itineraries, and a breakdown of the estimated cost.

7. Following an extended trip the instructor shall prepare and present a summary and evaluation of the trip to the board.
Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.

1. Proposals shall include student recognition and affirmative support of all district policy and rules contained in the school handbook.

2. Students and their parents/guardians shall read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

Chaperons

The request for an extended trip must include a statement regarding chaperons. The proposal shall include the number of chaperons and shall include both male and female chaperons if the proposal is for a mixed group of students.

School district employees serving as chaperons and developing the proposal for the extended trip shall perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians.

2. Provide detailed information about the activities of the trip.

3. Provide information on the responsibility and rules for the students.

4. Discuss district policy regarding student conduct while on a school-sponsored activity.

5. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.

6. Make periodic checks to insure strict compliance with all school rules.

7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.

8. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED: 10-12-98
Contests may be made available to students by outside organizations through the schools, subject to certain limitations. The superintendent or designee shall determine that the contest is not in conflict with nor will it diminish the primary educational aims of the schools and that it meets the needs and interests of students.

The schools shall confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and activities of the National association of Secondary School Principals.

A state or local contest in which students participate shall be:

1. One that supplements and does not interfere with the regular school program.
2. One that is beneficial to youth in education, civic, social or ethical development.
3. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
4. One whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship and intellectual competence.
5. One from which no contestant shall be excluded because of race, color, creed, sex or payment of entry fee.
6. One which does not place an undue burden on students, teachers or the school, nor requires frequent or lengthy absence of participants from the school.
7. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered. The contest or activity must not be used as a “front” for advertising a company name or product.

Contests will not be allowed unless they further the educational goals of the district.

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ADOPTED: 10-12-98
Efforts will be made to maximize the use of public school facilities and resources, realizing that education is a lifelong process involving the whole community. The District makes its resources available to adults within the limits of budget, staff, and classroom space. Daytime and/or evening use of classrooms, shops, and labs should be encouraged provided there is no interference with or impairment of the regular school programs. Course offerings shall be developed in cooperation with the Adult Education Advisory Council made up of community representatives.

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ADOPTED: 10-12-98
In order to expand the opportunities for students with special talents and abilities, student enrollment in special university courses may be allowed at student expense. The student must be at least a junior, be accepted by the university and have an overall GPA of 3.00.

Students will only be allowed to take university courses which are not offered in the Camas High School.

Credit earned may be applied toward high school graduation.

ADOPTED: 10-12-98
The Camas County School District will permit a student to enroll in IDLA or other accredited online or correspondence courses (distance-learning courses) to meet graduation requirements under the following conditions:

1. If a core course is required for graduation, but no one on the Camas High School faculty is endorsed to teach that course, the students will be enrolled in the appropriate IDLA course or other accredited distance-learning course at the school district’s expense.

2. In the case of a transfer student, the high school principal may determine that the school district will pay for an appropriate distance-learning course if the course is required for graduation and an equivalent course is not available at the Camas High School at a time that fits the student’s schedule.

3. In order to ensure adequate supervision of distance-learning students and to promote adequate student enrollment in courses taught by Camas High School faculty, no student may take any distance-learning course that is similar to classes taught by Camas High School faculty. The only exceptions to this are condition #2 above and cases in which a student must, due to scheduling problems, take a distance-learning course to recover credit.

4. No student may take a distance-learning course unless he/she has a written supervision agreement by a Camas High School staff member to supervise that student during the period in which the student takes the distance-learning course for the duration of the semester.

5. Registration priority is based on seniority: Seniors first, juniors second and so on.

ADOPTED: 7-11-2011
The flags of the United States of America and the State of Idaho will be displayed at the elementary school and the high school except during very inclement weather.

Administrators are encouraged to have students conduct the flag display activities and further encouraged to provide flag etiquette instruction.

ADOPTED: 10-12-98
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>700</td>
</tr>
<tr>
<td>Student Transportation</td>
<td>701</td>
</tr>
<tr>
<td>Student Bus Conduct</td>
<td>703</td>
</tr>
<tr>
<td>Community Use of School Buses</td>
<td>704</td>
</tr>
<tr>
<td>School Bus Driver Financial Reimbursement</td>
<td>705</td>
</tr>
<tr>
<td>Bus Driver Conduct</td>
<td>709</td>
</tr>
<tr>
<td>Bus Warning Violations</td>
<td>715</td>
</tr>
<tr>
<td>Transportation Liability Insurance</td>
<td>718</td>
</tr>
<tr>
<td>School Lunch Meals</td>
<td>721</td>
</tr>
</tbody>
</table>
The board of trustees shall, as it deems necessary, provide for auxiliary service that will enhance the opportunity for all children to take full advantage of the district’s educational program.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98

Section 700 Index

To afford more equal opportunity for public school attendance, the board shall, where practical, provide transportation for the public school students within this district.

Regularly enrolled students and duly enrolled students of this district who reside one and one-half (1½) miles or more from the school of attendance, may avail themselves of the transportation services the district operates in that particular area.

The board may transport students living less than one and one half (1½) miles from their attended school when, in its judgment, the age or health or safety of the students warrant such transportation. In addition, the district will utilize the State Department of Education’s transportation rating instrument to determine eligibility for safety bussing.

A day care, family day care home, or group day care facility as defined in Section 39-1102, Idaho Code, may substitute for the student's residence for student transportation to and from school. This district shall not transport students between child care facilities and home.

Each year the board shall establish bus routes and determine non-transportation zones not later than at the regular August meeting of the board. In approving the routing of school buses, or the maintenance and operation of all transportation equipment, or the appointment or employment of chauffeurs, the primary requirements to be observed by this board are the safety and adequate protection of the health of the students. All changes to established bus routes must be approved by this board. The order by which students board regular route buses in the morning and depart regular route buses in the afternoon will promote safety above all other considerations. On district routes which have a circular pattern, planning will attempt to arrange that the students who board the bus earlier in the morning will be the earlier students to depart the bus to the extent safety considerations permit. On bus routes which are primarily linear, safety considerations generally can be expected to suggest plans for boarding and unloading students which will not result in students who board the bus earlier in the morning being the earlier students to depart the bus.

Non-transportation zones shall comprise an area of this district, as designated by the board which is impractical by reason of scarcity of students and/or remoteness or condition of roads, to be served by established bus routes. Patrons in these zones will be eligible for in lieu of transportation support per Idaho guidelines.

**LEGAL REFERENCES:**
Idaho Code Sections
33-1501, *et seq.*
39-1102

**ADOPTED:** 6-13-2005
**REVISED:** 11/9/2015
Proper conduct by students contributes greatly to the safety of this district's transportation program. Therefore, the following rules of student conduct must be observed:

1. Students must obey the bus driver's directions promptly and courteously.

2. Students must avoid loud talking or unnecessary confusion. Absolute silence is demanded when the driver stops the bus at a railroad crossing.

3. Students must keep hands, arms, and head inside the bus at all times. Windows may not be opened more than half way.

4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five minutes before the scheduled arrival of the bus.

5. Students approaching bus stops, stay well off the road way when waiting for the bus, and respect the property at the bus stop.

6. Students must not try to board the bus until it comes to a complete stop and the door is opened.

7. Students must remain seated while on board.

8. If it is necessary for a student to cross the road after leaving the bus, he or she must wait fifteen (15) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully. In crossing the road to board the bus, the student must wait until the driver gives the "all clear" signal, then carefully cross in front of the bus.

9. Students must board and leave the bus at their established stop, except when they have a request signed by their parent or guardian to do otherwise.

10. When assigned to a bus a student must continue to ride that bus unless reassigned by the respective school building principal.

11. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus. Eating or drinking are not allowed on a school bus.

12. No drugs, alcohol or tobacco will be permitted on any bus transporting students.
13. No items are to be stored in the aisle.

14. A bus driver has the same status and authority as a teacher insofar as discipline is concerned.

The bus driver shall first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver shall refer the student to the principal/designee of his or her respective school. The principal/designee shall seek to impress upon the student the need for improvement in bus conduct. The principal/designee or the district supervisor of transportation shall suspend the student's bus transportation privileges as follows:

1. First (1st) suspension -- three school days;
2. Second (2nd) suspension -- five school days; and
3. Third (3rd) suspension -- transportation privileges may be permanently revoked.

Suspension of bus transportation privileges for students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, shall follow federal guidelines and the provisions of this policy.

Any vandalism/destruction of school bus property shall result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Nothing shall prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parent or guardian of such student.

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LEGAL REFERENCE:

ADOPTED: 10-12-98
REVISED: 11/9/2015

Section 700 Index
The school district is limited in making school buses available for public use because of insurance limitations and the fact that the State of Idaho uses general taxpayer funds to support transportation.

If any public entity or person wishes to utilize a school bus for transportation, approval from the school board is required. The following criteria will govern any decision:

1. Any driver must be a certified school bus driver.
2. The average operational cost per mile must be paid to the school district.
3. All school functions take priority over any public use of a school bus.
4. The school district will receive a release of liability statement from the user.

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ADOPTED: 10-12-98
REVISED: 11/9/2015

Section 700 Index
The school district directly will pay for the following costs or will reimburse bus drivers based on receipts:

1. All physical examination costs for physicals required by state law.
2. School bus drivers license certification fees.
3. Mileage and other conference costs plus a per diem fee related to state required training.
4. Five days per year fees for morning and afternoon substitute bus drivers.
5. Fingerprint/criminal background check fees.
6. Department of Transportation required substance abuse testing fees plus twenty-five dollars for time and mileage related to the testing.

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ADOPTED: 10-12-98
REVISED: 11/9/2015
All school bus drivers and all school personnel dealing with transportation must be familiar with the provisions of state and federal transportation laws pertaining to the operation of school buses, and shall at all times observe all policies set forth in the *Pupil Transportation, Responsibilities, and Operations Manual* and *Standards for Idaho School Buses Operation Manual*.

**LEGAL REFERENCE:**

*Pupil Transportation & Responsibilities and Operations Manual,*
Idaho State Department of Education, revised 1991, and all subsequent revisions.

**ADOPTED:** 10-12-98  
**REVISED:** 11/9/2015  

[Section 700 Index]
Any employed or contracted school bus driver for this school district, who observes a violation of the law requiring all drivers to stop before reaching a stopped school bus with visual signals flashing shall prepare a written report on a form provided by the Idaho Department of Education indicating that a violation has occurred.

The School bus driver or a school official shall deliver the report to a peace officer of the state, county, or city in which the alleged violation occurred within 72 hours after the alleged violation occurred.

The report shall include the following information:

1. The time of the alleged incident;
2. The location of the alleged incident;
3. The motor vehicle license plate number;
4. A description of the vehicle involved.

LEGAL REFERENCE:
Idaho Code Sections
49-915
49-1422
49-1423

ADOPTED: 10-12-98
REVISED: 11/9/2015

Section 700 Index
For each district vehicle owned and used, the board shall have in effect at all times insurance purchased from a company or companies licensed to operate in this state, in amounts not lower than the minimum set by the State Board of Education, indemnifying the insured against claims for any injury to or death of a person arising out of the operation of the school transportation system.

LEGAL REFERENCE:
Idaho Code Section 33-1507

ADOPTED: 10-12-98
REVISED: 11/9/2015
The district shall operate school meal programs for the benefit of the regularly enrolled students of the district and authorized adults. The programs will be operated in compliance with all appropriate United States Department of Agriculture (USDA) regulations concerning the operation of food programs.

The programs shall be financed through allowable regular or special funds in this district, including the Commodity Support Program. The programs shall be operated so that their regular operating costs come from the state and federal programs as well as money collected from the sale of meals to students and adults. The price of the sale of meals to students and adults shall be established annually by the board.

When necessary, the board may expend capital or operating funds for support of the programs, subject to the regular budgetary procedures of the district.

Charging of meals is discouraged and will be limited. After five meal charges per student, a phone call from the clerk or the food service program will be made requesting payment and no more charges. If ten charges accumulate, written notice from the clerk will again request payment and no more charging and will give advice that at the point of fifteen charges, meals no longer will be charged to any student. During these contacts, parents or guardian will be given information regarding free or reduced meal criteria.

The school board authorizes vigorous collection attempts for unpaid meals including small claims court action and collection agency action.

LEGAL REFERENCE:
National School Lunch Program
42 USC 1751 et seq.
7 CFR Part 210

ADOPTED: 10-12-98
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>800</td>
</tr>
<tr>
<td>Budget Planning and Adoption</td>
<td>801</td>
</tr>
<tr>
<td>Budget Adjustments</td>
<td>803</td>
</tr>
<tr>
<td>Monthly Budget and Treasurer's Report</td>
<td>806</td>
</tr>
<tr>
<td>Annual Statement of Financial Condition</td>
<td>809</td>
</tr>
<tr>
<td>Audit of Financial Statements</td>
<td>812</td>
</tr>
<tr>
<td>Fidelity Bond</td>
<td>815</td>
</tr>
<tr>
<td>Purchasing</td>
<td>818</td>
</tr>
<tr>
<td>Payment for Goods and Services</td>
<td>821</td>
</tr>
<tr>
<td>Issuance of Checks</td>
<td>824</td>
</tr>
<tr>
<td>Cancellation of Checks</td>
<td>827</td>
</tr>
<tr>
<td>Activity Funds</td>
<td>830</td>
</tr>
<tr>
<td>Signature Authority</td>
<td>833</td>
</tr>
<tr>
<td>Investments</td>
<td>836</td>
</tr>
<tr>
<td>Inventory Records</td>
<td>839</td>
</tr>
<tr>
<td>Payroll Deductions</td>
<td>841</td>
</tr>
<tr>
<td>Insurance</td>
<td>844</td>
</tr>
<tr>
<td>Lease-Purchase Agreements</td>
<td>847</td>
</tr>
<tr>
<td>Board of Trustees Records</td>
<td>850</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>853</td>
</tr>
<tr>
<td>Extra Curricular Pay</td>
<td>856</td>
</tr>
<tr>
<td>Payroll Periods</td>
<td>859</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>862</td>
</tr>
<tr>
<td>Gifts, Grants, and Bequests</td>
<td>865</td>
</tr>
<tr>
<td>Income from Sale or Use of School Property</td>
<td>868</td>
</tr>
<tr>
<td>Increase in Fees</td>
<td>871</td>
</tr>
<tr>
<td>Sales Activities Related To Classroom Teachers</td>
<td>874</td>
</tr>
<tr>
<td>Bill Review Committee</td>
<td>876</td>
</tr>
</tbody>
</table>
The board of trustees recognizes that its primary purpose is to provide the best education within the limits of the established curriculum and the financial ability of the school district. The board of trustees also recognizes its deep responsibility to the citizens of the school district for the efficient use of public funds. It shall, therefore, be the duty of the board of trustees to determine the guidelines for the most effective use of public funds and for reporting to the public.

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LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-28-98

Section 800 Index
Budget planning and preparation shall be the responsibility of the board working through the superintendent. The superintendent, or his or her designee shall develop all appropriate statistical and financial information required by the board to develop final budget plans.

Following preliminary planning, the proposed budget of this district shall be prepared and published no later than twenty eight (28) days prior to this board's annual meeting. The board shall hold a public hearing on the proposed budget and shall adopt the budget at the public hearing or at a special meeting held no later than fourteen (14) days after the public hearing for the ensuing year.

Proper notice of the budget hearing shall be posted as required by law and a copy of the proposed budget shall be available for public inspection at all reasonable times at the administrative offices of the district.

A summary statement of the budget shall also be prepared and published for the ensuing year. The statement shall be in a manner consistent with standard accounting principles and in such form as required by the State Superintendent of Public Instruction.

The summary statement shall show amounts budgeted for all major classifications of income and expenditures, with total amounts budgeted with salary and wage expenditures in each such classification shown separately.

The statement shall also show amounts previously budgeted for the then-current year for the same classification of proposed comparison.

The budgeted dollar amounts of revenue in those categories included within the provisions of Section 33-802, Idaho Code, dealing with school levies, as approved within the adopted budget, shall be the same as presented to the respective county commissioners for tax levying purposes.

Once the budget is approved by the board, it shall serve as a spending plan for the fiscal year. However, the board shall have the authority to amend the budget as provided by law when circumstances warrant.

LEGAL REFERENCE:
Idaho Code Sections
33-402 33-801
33-512(2) 33-802
33-701

ADOPTED: 10-28-98
This board shall review the district's budget periodically and make appropriate budget adjustments to reflect the availability of funds and the requirements of the district.

Any person or persons proposing any budget adjustments shall notify in writing each member of the board one (1) week prior to the meeting in which such proposal will be made. Prior to the final vote on such a proposal, notice shall be posted and published once as described Section 33-402, Idaho Code.

A budget adjustment shall not be approved unless voted affirmatively by sixty (60) percent of the members of the board. All amended budgets shall be submitted to the State Superintendent of Public Instruction.

Revenues derived from maintenance and operation levies made pursuant to Section 33-802, Idaho Code, shall be excluded from budget adjustments provided for in this policy.

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LEGAL REFERENCE:
Idaho Code Sections
33-402
33-701
33-802

ADOPTED: 10-28-98
A monthly budget report shall be prepared showing operation of the maintenance and operation budget, and giving cumulative expenditures and available balances in each major section of the district's accounts.

A monthly treasurer’s report shall be prepared showing receipts, expenditures, and cash balances in each budget account of this district.

LEGAL REFERENCE:
Idaho Code Section 33-509

ADOPTED: 10-28-98
Within one hundred twenty (120) days from the last day of each fiscal year, this board, through its superintendent, shall prepare and publish an annual statement of financial condition and report of the district as of the end of such fiscal year in the form prescribed by the State Superintendent of Public Instruction.

This annual statement shall include, but not be limited to:

1. The amounts of money budgeted and received and from what sources; and
2. The amounts budgeted and expended for salaries and other expenses by categories.

This district shall have available upon request, at the administrator's office, a full and complete list of vendors and the amount paid to each, and the list of the number of teachers paid at each of the several stated gross salary levels in effect in the district.

This board may authorize additional or supplementary statements and reports for the purpose of informing the public of its financial operations, either as to form, content, method, or frequency.

The annual statement of financial conditions and report shall be published within one hundred twenty (120) days from the last day of the fiscal year in one issue of the newspaper printed and published within this district.

The chairman, clerk, and treasurer of this district shall certify the annual statement of financial condition and report it to be true and correct, and the certification shall be included in each published statement.

LEGAL REFERENCE:
Idaho Code Sections
33-701(5)
60-106

ADOPTED: 10-28-98
A full and complete audit of financial statements of this district shall occur on an annual basis. One (1) copy of the auditor's report shall be filed with the State Department of Education after its acceptance by this board, but not later than October 15 of each school year.

The audit shall be performed by independent auditors employed on a written contract and shall be conducted in accordance with generally accepted governmental accounting standards as defined by the United States General Accounting Office.

The annual budget shall reflect all necessary expenses for carrying out the provisions of this policy.

This district shall file two (2) copies of each completed audit report with the legislative council within ten (10) days after receiving the audit from the contracting independent auditor.

LEGAL REFERENCE:
Idaho Code Sections
33-701
67-450B

ADOPTED: 10-28-98
The district shall carry a fidelity bond on the district treasurer, the district clerk, the chairman of the board, and such other personnel as may be directed by the board.

LEGAL REFERENCE:
Idaho Code Sections
   33-508
   33-509

ADOPTED: 10-28-98
It shall be the policy of this district to conduct its purchasing program in a manner to assure the best utilization of district funds. The board, or its designee, reserves the right to determine what is in the best interest of the district.

Before entering into a contract for the construction, repair, or improvement of any real property, or the acquisition, purchase or repair of any equipment, or other personal property necessary for the operation of the district, which entails the expenditure of fifteen thousand dollars ($15,000) or more, the board shall call for bids.

The board shall give notice by publishing twice in the manner required by subsections g and h of Section 33-402, Idaho Code.

This board may let the contract to the lowest responsible bidder, or reject any bid, or reject all bids and publish notice for bids, as before. If, thereafter, no satisfactory bid is received, the board may proceed under its own direction, subject to the approval of the State Board of Education.

Wherever practical in purchasing programs involving less than fifteen thousand dollars ($15,000), the district may call for competitive price quotations.

If there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or if it is necessary to do emergency work to prepare for national or local defense, or it is necessary to do emergency work to safeguard life, health or property, the board may pass a resolution declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property. Upon adoption of the resolution, the board may expend any sum required in the emergency without compliance with the bidding requirements.

LEGAL REFERENCE:
Idaho Code Sections
  33-402
  33-601

ADOPTED: 10-28-98

Section 800 Index
Bills or invoices for payment of goods or services shall be submitted to the district office and matched with purchase orders and other documentation. These items shall be reviewed by the superintendent and the clerk. Bills which are in proper form then will be routed to the school board bill review committee.

After board approval for payment, the clerk will process payment with checks signed by the clerk and a designated school board member.

Bills are to be promptly paid. Progress payments may be made on certain types of projects.

LEGAL REFERENCE:
Idaho Code Section 67-2302

ADOPTED: 10-28-98
SIGNATURES

All checks issued on a school district account shall be signed by two (2) authorized individuals designated by the board.

DISBURSEMENTS

No disbursement shall be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization. No checks shall be made payable to “cash.”

No district check shall be presigned. All disbursements shall be documented by original invoices, sales slips or register tapes with explanations provided.

Checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided that prior approval was received, and proper supporting documentation is submitted.

ADVANCE PAYMENTS

Advance payments may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit a report of all expenditures with the appropriate receipts and sales slips. Any unused funds shall be returned immediately.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-28-98

Section 800 Index
A check shall be canceled when:

1. It is outstanding for more than six (6) months; or
2. It has been lost or stolen; or
3. It has been returned by the payee for some reason.

In such an instance, the check shall be voided. If the check is replaced with a new check, a “stop payment” order shall be filed with the bank from which the check is drawn.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-28-98
This district shall have a fund or funds for the purpose of controlling and accounting for the receipts, deposits, expenditures, assets, liabilities, and fund balances arising from the following transactions:

1. Admission charges for interscholastic activities;
2. The sale of the yearbooks and annuals; and
3. Student fee collections which are used to provide more than one (1) activity or benefit to all of the students of the school or school buildings.

Dispersement from any of the activity funds shall be made by regular bank checks signed by the treasurer or assistant treasurer of this district countersigned by the chairman or vice-chairman of the board or other employee of the district designated by the board.

The following sets forth the nature and type of expenditures for student activities and the requirements for the expenditures and withdrawal of monies:

**GENERAL ACTIVITIES**

**Definition:**

Ledger account for controlling, accounting for, and dispersing money received from sources including but not limited to student body fees, concessions, and interest income. Functional accounts necessary to operate and maintain a standard accounting system are also included in this category.

**Purpose:**

These funds are used to promote the general welfare of each school and the educational development and morale of all students.

**Fund dispersement:**

These funds are dispersed at the discretion of the building principal.

**ATHLETICS AND ATHLETIC ACTIVITIES**

**Definition:**

Ledger accounts for controlling, accounting for, and dispersing monies received from sources including, but not limited to, gate receipts, athletic fund raisers, and the sale of athletic clothing.
Activity Funds—continued

Purpose:

These funds are used to promote the athletic program of the student body.

Fund dispersement:

These funds are dispersed at the discretion of the athletic director and the building principal.

CLUBS AND ORGANIZATIONS

Definition:

Ledger accounts for controlling, accounting for, and dispersing monies received from sources, including but not limited to, club dues, fund raisers, and donations.

Purpose:

These funds are used to promote specific areas of interest of the student body.

Fund dispersement:

These funds are dispersed at the discretion of the club's advisors with approval of the building principal.

CLASSES

Definition:

Ledger accounts for controlling, accounting for, and dispersing monies received from sources including, but not limited to, fund raisers by specific grade level classes or donations for specific classes.

Purpose:

These funds are used to finance specific projects sponsored by a designated class.

Fund dispersement:

These funds are dispersed at the discretion of the student body with the approval of the class advisor and the building principal.

Section 800 Index
PUBLICATIONS

Definition:

Ledger accounts for controlling, accounting for, and dispersing monies received from sources, including but not limited to, the sale of yearbooks.

Purpose:

These funds are used to finance the publication of the yearbook and support of the student body.

Fund Dispersement:

These funds are dispersed at the discretion of the yearbook advisor and the building principal.

EDUCATIONAL MATERIALS

Definition:

Ledger accounts for controlling, accounting for, and dispersing of monies received from fees charged to cover costs of consumable materials used in class projects if the finished project becomes the property of the student.

Purpose:

These funds are used to purchase consumable materials that become the property of the student.

Fund Dispersement:

Funds are dispersed at the discretion of a teacher with the approval of the building principal.

SPECIAL CLEARING ACCOUNTS

Definition:

Ledger accounts for controlling, accounting for and dispersing monies belonging to other area schools received from sources including, but not limited to, hosting district or regional events. These funds should not be counted as part of the athletic or organizational income and expense of the host school. Other accounts in this group may be a division of net income between the host school and one or more schools.
Purpose:

Monies are collected and held in these accounts until all income and expenditures have been properly accounted and the accounts can be cleared.

Fund disbursement:

These funds are dispersed at the discretion of the treasurer with the approval of the building principal.

BUDGETS

A budget shall be prepared for each program for each fiscal year showing the sources of income (in detail) and the proposed expenditures (itemized).

The budget is to be signed by the advisor for the program.

RECEIPTS

Collections and deposits of cash:

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

The receipt must be filled in completely including:

1. Date;
2. The amount;
3. The name of the person or company delivering the funds;
4. The source of the funds (fund raiser, yearbook payment, etc.); and
5. The account code and description of the account.

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

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

A cash receipt shall not be altered for any reason. If an error occurs, the person receiving the cash or check shall indicate the receipt was voided, shall mark void on the receipt and file the voided receipt in numerical sequence with the copies of the receipts.
The original receipt shall be given to the person delivering the money. If an individual mails a check and requests a receipt for the payment, a receipt, knowing the check number, shall be prepared and returned by mail to the individual making the payment. The copy of the receipt shall be filed in numerical order and retained for auditing purposes.

Receipts are to be issued in numerical order. Access to receipts shall be limited to the individual responsible for the particular fund.

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

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

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

LEGAL REFERENCE:
Idaho Code Section 33-705

ADOPTED: 10-28-98

Section 800 Index
Each building secretary is appointed assistant treasurer to the district treasurer. Each building principal is designated as a secondary signer of activity checks for an amount not to exceed one thousand dollars ($1000). Expenditures in excess of one thousand dollars ($1000) must have prior board approval.

The board shall be provided monthly reports regarding the status of all activity funds.

LEGAL REFERENCE:
Idaho Code Section 33-705

ADOPTED: 10-28-98
This board may invest any money coming into the hands of the district in investments as permitted by Section 67-1210, Idaho Code, pertaining to the investment of idle monies. Unless otherwise provided by law, any interest or profit accrued from the investment of any funds shall be credited to the general fund of this district.

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LEGAL REFERENCE:
Idaho Code Sections
33-701
33-901
67-1210

ADOPTED: 10-28-98

Section 800 Index
Purpose: The Board recognizes the need to implement the required accounting and financial reporting standards set out in Governmental Accounting Standards Board statement 34 (“GASB 34”).

The primary objectives of implementing the GASB 34 are to assure compliance with state requirements, to properly account for both the financial and economic resources, and to provide new and additional information to users of District financial statements.

Authority: Participation and reporting shall be in accordance with Board policy, State of Idaho Fiscal Policies manuals as prepared by the office of the State of Idaho Controller’s Office, and GASB 34.

Delegation of Responsibility: The responsibility to coordinate the compilation and preparations of all information necessary to implement this policy is delegated to the Superintendent in cooperation with the District Accountant.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Board of Trustees.

The Superintendent in Cooperation with the District’s Accountant shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval prior to publication.

Prior to submission of the MD&A for Board approval, the independent auditors shall review the MD&A, in accordance with SAS No. 52 “Required Supplementary Information.”

Guidelines: In order to associate debt with acquired assets, and to avoid net asset deficits, and an asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets account shall be not less than $5000.00.
The capitalization threshold shall be set at a level that will capture at least eighty percent (80%) of all fixed assets.

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Library books;
2. Classroom texts;
3. Computer equipment;
4. Classroom furniture

The asset category costs shall be capitalized and depreciated as groups when that group’s acquisition cost exceeds the capitalization threshold in any given fiscal year.

For group asset depreciation purposes, the estimated useful life of the group may be based on the weighted average or simple average of the useful life of individual items, or on an assessment of the life of the group as a whole. Periodically, the intermediate unit shall review the estimated life of groups of assets and adjust the remaining depreciation life of the group.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The intermediate unit may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.
All payroll warrants are subject to those deductions which are required by statute of the State of Idaho and the Federal Government. Any other payroll deductions for school employees shall be in accordance to board policy and upon written authorization of the employee.

Compulsory payroll deductions shall be made as required by Idaho and Federal Law.

Optional deductions will be made upon written request by the employee.

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LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-28-98

Section 800 Index
Adequate insurance shall be maintained to insure all school buildings and other property, and the district, against any loss by fire, casualty or liability, and the board, its officers, and employees, and it shall preserve the district's property for the benefit of the district. In case of loss of any insured property, the proceeds from insurance may:

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

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

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

If the proceeds of any insurance received by a district by reason of loss of real property shall be less than five thousand dollars ($5000), the proceeds may be credited to the general fund of the district.

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LEGAL REFERENCE:
Idaho Code Sections
33-701
33-802A

ADOPTED: 10-28-98

Section 800 Index
This board may enter into lease-purchase agreements for goods, equipment, buses or portable classrooms, provided the written agreement meets the following requirements:

1. The annual lease payments shall reflect reasonable compensation for use;
2. No penalty shall be imposed on the district for proper cancellation of the lease;
3. The right to exercise the option to purchase shall be at the sole discretion of the district; and
4. The cost of purchase shall not exceed the reasonable value of the goods, equipment, buses or portable classrooms as of the time the option to purchase is exercised.

LEGAL REFERENCE:
Idaho Code Section 33-601A
Idaho Constitution, Art. 8, Section 3

ADOPTED: 10-28-98
Records of the proceedings of the board of trustees of this school district shall be maintained as permanent records, except that obsolete records may be destroyed by board action as provided by Idaho law. The records shall be maintained in the office of the superintendent of schools and shall be open to public inspection at reasonable office hours.

LEGAL REFERENCE:
Idaho Code Sections
33-506
9-337 et seq.

ADOPTED: 10-12-98
The personnel records of district employees shall be maintained in the district's central office. Such records shall include completed application forms, recommendations, evaluations, college transcripts, and other information deemed necessary by the school district or administration.

LEGAL REFERENCE:
Idaho Code Section 33-518

ADOPTED: 10-28-98
Extra-curricular pay for special assignments will be paid according to a schedule approved by the board of trustees. Such payment will be made by the regular payroll procedure.

LEGAL REFERENCE:
Idaho Code Sections
  33-506
  33-515

ADOPTED: 10-28-98
This school district shall issue one payroll per month. Salary payments for certified and classified personnel will be prorated on a twelve-month basis. Employees may draw their summer checks in advance only if they terminate their employment with the district. The payroll for all other personnel is authorized on the basis of the time sheet submitted to the district office.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-28-98
Purchase of materials and supplies used by the district and charged against district funds shall be authorized through a system of purchase orders or requisitions to be signed by authorized personnel. District employees on a limited basis may be reimbursed for receipted expenditures.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-28-98
It shall be the policy of the school to accept gifts, grants, and bequests in the form of money and/or property when it is in the best interest of the school district to do so.

Once accepted by the district, the gift, grant, and bequest becomes the sole property of the school district subject only to the control of the school district.

A written acknowledgment (possibly suitable for a tax credit) will be provided to all donors.

LEGAL REFERENCE:
Idaho Code Section 33-507

ADOPTED: 10-28-98
Money collected in individual schools or in the district office for sale of property, student fees or charges, or fees collected for use of school facilities shall be deposited by the building principal to the proper fund and an accounting made to the district office.

LEGAL REFERENCE:
Idaho Code Section 33-705

ADOPTED: 10-28-98
Prior to the board of trustees deciding to approve a fee increase that exceeds 105% of the amount of the fee last collected, or decides to impose a new fee, it shall hold a regular or special public meeting on the proposed fee increase or fee imposition.

For the purpose of this policy, “fee” shall be defined to include all fees and charges of this school district for a direct public service, including fees for voluntary activities and extra costs such as extracurricular activities, driver’s education, towel or locker use, adult education courses, breakfasts and lunches, parking and similar services or activities.

Public notice shall be given of this board’s intent to make a decision on a proposed fee increase as set forth above by either:

1. Advertising in at least one newspaper once each week during the two weeks preceding the week during which the hearing will be held. The advertisement shall state that the board will meet on a certain day, time and place fixed in the advertisement, for the purpose of hearing public comments regarding any proposed fee increase beyond 105%, or imposition of a new fee and an explanation of the reasons for such action; or

2. Holding three public meetings in three different locations in the district; or

3. A single mailing notice to all district residents, provided that the same information is given and provided the meeting is held not less than seven days after the mailing of the notice.

LEGAL REFERENCE:
Idaho Code Sections
  63-2224
  60-106
Attorney General Opinion No. 94-4

ADOPTED: 10-28-98
Persons attempting to conduct classroom related sales related visitation or telephone calls related to school supplies, school equipment, Idaho Teacher Association activities, political activities, insurance or other investment opportunities cannot conduct their activities during regular school hours.

ADOPTED: 10-12-98

Section 800 Index
Two members of the school board will serve for three months and an alternate board member also will be named if one of the two members is not available to review bills. Duties are to be rotated among all board members as time progresses.

Duties of the Clerk

Have billing statements and related purchase orders assembled for review beginning the Tuesday before the Board meeting. Contact the bill review members and set an appointment to review the bills. It would not be necessary for both bill review members to be present at the same time; however, it would be convenient if that could be accomplished. If necessary, the bill review process could take place outside the regular school day.

Duties of the Superintendent

Be available to answer questions during the bill review period.

Duties of the Bill Review Committee

1. Verify that the purchase order policy is being followed and that purchases are being made through the clerk’s office.
2. Verify that purchasing which requires advertising, bidding, or quotes follow legal procedures.
3. Verify that purchasing and receiving of items is accomplished in an orderly, efficient manner.
4. Insure that purchasing of unique or expensive items has been previously brought to the attention of the trustees.
5. Assisting to insure that purchasing stay within the total amounts approved in various budgets.
6. Insuring that all travel expenses have prior approval of the superintendent and are for activities clearly benefiting the school district.
7. Assisting to insure that all grant related purchasing is charged to grant programs.

This policy will not discourage all school board members or members of the public to review bills (appointment requested).

Adopted: 10-28-98

Section 800 Index
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>900</td>
</tr>
<tr>
<td>Rental/Use of School District Facilities</td>
<td>901</td>
</tr>
<tr>
<td>Visitors on School District Properties</td>
<td>903</td>
</tr>
<tr>
<td>Acquisition and Sale of Real Property</td>
<td>906</td>
</tr>
<tr>
<td>Acquisition and Sale of Personal Property</td>
<td>909</td>
</tr>
<tr>
<td>Contracts for Recreational Facilities</td>
<td>912</td>
</tr>
<tr>
<td>Building and Grounds Maintenance and Development</td>
<td>915</td>
</tr>
<tr>
<td>Use of Contract Services</td>
<td>917</td>
</tr>
<tr>
<td>Access to Buildings</td>
<td>919</td>
</tr>
<tr>
<td>Responsibilities for Safety</td>
<td>920</td>
</tr>
<tr>
<td>Buildings and Grounds Security</td>
<td>921</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>922</td>
</tr>
<tr>
<td>Fire and Safety Rules</td>
<td>925</td>
</tr>
</tbody>
</table>
The primary purpose of the school building program is to provide the means of achieving the educational objective of the school district.

The board of trustees shall have full and final responsibility for selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance and bids, payment or work performed on contractual agreements, and final acceptance or rejection of work done. All of the related actions should be taken only by official resolution based upon formal recommendation of its staff officers at legal board meetings.

The superintendent shall be responsible for organizing and coordinating the effects of the various individual and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the board of education.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98

Section 900 Index
General Requirements

1. The superintendent of schools is hereby authorized to determine rental fees to be assessed for the usage of school facilities and property. The superintendent also has the authority to reject any or all applications for rental or use of district facilities.

2. District facilities may be rented to any profit-making organization or individual not directly associated with the schools on a fee basis.

3. School district equipment or property may be loaned to individuals or organizations.

4. The approved applicant must agree to:
   a. Save and hold harmless the district;
   b. Assume full responsibility for all liabilities arising incident to occupancy or use; and
   c. Repair or replace any damage to the facility or equipment incurred as a result of use or rental.

Special Requirements and Restrictions on Use

1. An extra hourly overtime rate may be charged for supervision and/or custodial services.

2. A cleaning deposit may be required at the discretion of the building supervisor.

3. The district reserves the right to refuse rental of any facilities at its discretion.

4. The following activities shall not be allowed on district property:
   a. No consuming or using tobacco, alcohol or drugs;
   b. No engaging in games of chance or any activities that suggest gambling or games of chance; or
   c. No teaching or promoting of any activity that is intended to disrupt or damage the district.

Section 900 Index
1. Additional restrictions on use of district facilities and equipment:

   a. Any special decorations shall be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.

   b. The selling or consuming of food or drink in auditoriums, gymnasiums or other sitting areas must be approved by the superintendent.

   c. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation shall be paid by the applicant.

   d. The applicant may be required to provide supervision and police security, as determined by the superintendent.

The requesting organization or individual granted use shall follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted.

The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives shall have free access to all rooms at all times.

Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.

LEGAL REFERENCE:
Idaho Code Section 33-601(7)
ADOPTED: 10-12-98

Date and Description of Activity ________________________________

I acknowledge that I understand and agree to abide by the requirements set forth in this policy

Name of Organization ________________________________ Supervisor ________________________________

Camas County School District
Superintendent
The buildings and grounds owned by the district shall be used for educational purposes or for public purposes as approved by this board or its authorized representatives.

Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students, shall be removed.

All persons visiting schools shall report immediately to the school office prior to preceding to any classroom or activity. If parent/guardian wishes to discuss issues with any certified employee they must make an appointment to meet with certified employee after school.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons shall be prosecuted to the full extent of the law.

LEGAL REFERENCE:
Idaho Code Section 33-512(11)

ADOPTED: 10-12-98
This board may designate and purchase any real property necessary for school purposes or in the operation of the district, or remove any building, or dispose of any real property. The board shall determine the size of the site necessary for school purposes. All preliminary discussions concerning site acquisitions shall be conducted in executive sessions of the board.

The site shall be located within the incorporated limits of any city within the district; provided, however, that if this board finds that it is not in the best interests of the electors and students of the district to locate the site within the incorporated limits of a city, the board, by duly adopted resolution setting forth the reasons for its findings, may designate a site located elsewhere within the district.

The board, by deed, bill of sale, or other appropriate instrument, may convey all of the estate and interest of the district in any property, real or personal. Prior to such sale or conveyance, the property shall be appraised by three (3) disinterested residents of the district, and the appraisal value determined by the three (3) individuals shall be entered into the records of the board.

The property may be sold at public auction or by sealed bids, as the board determines, to the highest bidder. The property may be sold for cash or for such terms and conditions as the board shall determine for a period not exceeding ten (10) years, with the annual rate of interest on all deferred payments not less than seven percent (7%) per annum.

The title to all property sold on contract shall be retained in the name of this district until full payment has been made by the purchasers, and title to all property sold under a note and mortgage or deed of trust shall be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as this board shall determine.

Notice of the time and the conditions of such sale shall be published twice, and proof thereof made, in accordance with Idaho Code Section 33-402(g) and (h). However, when the appraised value of the property is less than five hundred dollars ($500), one (1) single notice by publication shall be sufficient and the property shall be sold by sealed bids.

The board may accept the highest bid, may reject any bid, or reject all bids. If the real property was donated to the school district the board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the board must have new appraisals made and again publish notice for bids, as before. If, thereafter, no satisfactory bid is made and received, the board may proceed under its own direction to sell and convey the property. In no case shall any real property of the school district be sold for less than its appraisal.

Real property may be exchanged for other property if the consideration received by the district shall be deemed adequate by the board. Furthermore, the board, by a vote of one-half (½) plus one (1) of the members of the full board, by resolution duly adopted, authorize the transfer or
conveyance of any real property owned by the district to the government of the United States, any city, county, the state of Idaho, any hospital district, any other school district, any library district, any community college district, or any recreational district, with or without any consideration accruing to the district, when in the judgment of the board it is for the interest of the school district that said transfer or conveyance be made.

The board may also convey rights-of-way and easements for highway, public utility, and other purposes over, upon or across any school property and, when necessary to the use of such property for any such purpose, may authorize the removal of school buildings to such new location, or locations, and such removal shall be made at no cost or expense to the school district.

The board may also exercise the right of eminent domain for any of the uses and purposes provided in Section 7-701, Idaho Code.

LEGAL REFERENCE:
Idaho Code Sections
7-701 et seq.
33-402(g) and (h)
33-601(3) and (4)

ADOPTED: 10-12-98

Section 900 Index
The board shall follow the procedures set forth in the Purchasing policy set forth in SECTION 800: BUSINESS PROCEDURES when acquiring, purchasing or repairing any equipment or other personal property necessary for the operation of the district.

The board may sell personal property, with an estimated value of less than five hundred dollars ($500), without appraisal, by sealed bid or at public auction, provided that there has been not less than one (1) published advertisement prior to the sale of said property.

Personal property may be exchanged for other property if the consideration received by the district shall be deemed adequate by the board. Furthermore, the board, by a vote of one-half (½) plus one (1) of the members of the full board, by resolution duly adopted, authorize the transfer or conveyance of any personal property owned by the district to the government of the United States, any city, county, the state of Idaho, any hospital district, any other school district, any library district, any community college district, or any recreational district, with or without any consideration accruing to the district, when in the judgment of the board it is for the interest of the school district that said transfer or conveyance be made.

LEGAL REFERENCE:
Idaho Code Section 33-601(4)

ADOPTED: 10-12-98
This district may enter into contracts with any city or county located within the boundaries of the school district for the joint purchase, construction, development, maintenance and equipping of playgrounds, ball parks, swimming pools, and other recreational facilities upon property owned either by the school district or city.

LEGAL REFERENCE:
Idaho Code Section 33-601(5)

ADOPTED: 10-12-98

Section 900 Index
The building and grounds supervisor will annually prepare recommendations for building and grounds maintenance and improvements. The recommendations shall be arranged in order of priority and shall be supported by cost estimates and shall be submitted to the board through the superintendent of schools for consideration in preparing the budget.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
When considered advantageous, and upon recommendation of the superintendent of schools, the district may enter into maintenance or service contracts covering such areas as heat control systems, computer systems, office machines, etc.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
The purpose of this regulation is to establish responsibility for administration of school building key control and to designate individuals authorized to have possession of school keys.

General

1. One master key is authorized to be in the possession of the following individuals:
   a. Superintendent
   b. Principal
   c. Custodians

2. No other authorizations for master keys will be given except by the Superintendent.

3. Lending of school keys is prohibited under any circumstances.

4. The unauthorized use of a master key, or any school employees possessing an unauthorized master key, shall be reported to the Superintendent for appropriate action.

Additional Responsibilities

Principals and other accountable individuals are responsible for repossessing school keys when and employee terminates, or at the finish of the school term.

Keys may not be loaned to non-employees for any reason.

Procedures

The following procedures pertain to school keys:

1. Requisitions for all keys shall be submitted to the principal.

2. Justification for all keys must accompany requisition requests. A receipt shall be signed for each key issued. Keys shall not be passed to a successor but must be returned to the principal and reissued, on hand receipt, to the next individual designated for accountability.

3. Requests for repairs to keys or locks shall be submitted to the Superintendent or principal as a maintenance requirement.

4. One copy of each key shall be tagged and marked for each entrance and deposited in the centrally located key case.

5. Duplicating keys is not permitted without written permission by the Superintendent or principal.
Responsibilities of Custodial Staff

1. Maintaining an overall safety program in the maintenance and operation of building and grounds.

2. Providing specialized assistance as requested by building principals.

Responsibilities of the Building Principal

1. Conduct regular fire drills.

2. Schedule regular inspections (water system, fire extinguisher, etc.)


Responsibilities of Teachers

1. Teachers are responsible for the safety of students in their charge.

2. Unsafe conditions and/or practices shall be reported to the Superintendent or principal immediately.

3. All teachers shall teach safety and safe methods for all activities before entering into such activities

4. Safe pedestrian practices shall be taught frequently in the school. This applies particularly to walking on the highway, the use of bicycles, and leaving or entering the school grounds.

5. Each teacher shall periodically instruct students as to the location of proper exits and the proper manner of leaving the building in case of fire. Fire drills shall be conducted throughout the school year, as per state law.

6. All accidents are to be reported to the principal’s office as soon as possible after an accident occurs. Accident forms may be obtained from the principal’s office.

7. No students are to be allowed in classrooms or gymnasiums without proper supervision.

8. No students are to be in the school building outside of the regular school hours without proper adult supervision.

Adopted: 10-12-98
Buildings of Camas School District 121 constitute one of the greatest investments of the School District. It is deemed in the best interest of the District to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards, faulty equipment, and safe practice in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriff’s departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of unauthorized entrance to buildings.

Records and funds shall be kept in a safe place and under lock and key when required.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

Adopted: 10-12-98
In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.

2. If the call was not received originally by the fire and police departments, immediate notification is required. Both department should respond.

3. A search of the buildings or premises should be conducted under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.

4. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

5. If a thorough search has been conducted and nothing found, the chief administrative officer of the school or building should be notified by the senior member of the local protective department that re-entry will be permitted.

6. Investigation of the incident should be made by the local police department assisted by the State Fire Marshal’s office, if requested.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent.

**Adopted: 10-12-98**
Location of exits should be known to all who might be present at a particular function.

Exit lights must be on whenever the gym is being used.

Cars shall not park in front of the building exits.

Exits should never be blocked with seating or any other obstruction.

There should be a six-foot aisle down the middle and four-foot aisles down the sides whenever seating is set up in the gym.

**Adopted: 10-12-98**
<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>1000</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>1001</td>
</tr>
<tr>
<td>Student Community Involvement</td>
<td>1003</td>
</tr>
<tr>
<td>Public Relations</td>
<td>1006</td>
</tr>
<tr>
<td>Prohibiting Registered Sex Offenders</td>
<td>1007</td>
</tr>
<tr>
<td>Patron Complaint Procedure</td>
<td>1009</td>
</tr>
<tr>
<td>Gifts to Personnel</td>
<td>1012</td>
</tr>
<tr>
<td>Contests for Students</td>
<td>1021</td>
</tr>
<tr>
<td>Participation in Fund Drives</td>
<td>1024</td>
</tr>
<tr>
<td>Money-Raising Activities in the School</td>
<td>1027</td>
</tr>
<tr>
<td>Passes to Activities</td>
<td>1028</td>
</tr>
</tbody>
</table>
It shall be the policy of the board of trustees to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The superintendent of schools shall be responsible for initiating and administering a continuous program of communications within the community. He/she shall utilize school personnel and all media available in discharging their responsibility.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Community participation in this district is important for improving the quality of education for the students. Therefore, this board intends to make every effort to identify the desires of the community and to be responsive to those desires.

Patrons of this district are encouraged to express their ideas, concerns, and judgments through:

1. Written suggestions or proposals;
2. Presentations at public hearings;
3. Responses to survey;
4. Comments at meetings of this board; and
5. Service on citizens advisory committees.

The advice and the concerns of the public will be carefully considered. In evaluation of such advice, the first concern of this board shall be the educational program as it affects students.

MATERIAL DISTRIBUTION

No organization may distribute flyers or other materials related to political issues or special interests on school property without having submitted a written request to and received a written approval from the superintendent of schools in advance of the distribution. Only those groups or organizations that have materials directly related to the curriculum and determined by the superintendent to be educationally related may received approval for distribution.

ADVERTISING

No advertising of commercial products or services shall be permitted in school buildings or on school grounds or properties without the approval of the administration.

This policy does not prevent advertising in school publications which are published by school organizations, subject to administration control, nor the use of commercially-sponsored free teaching aids, if the content has been approved by the administration.

Solicitation of sales or use of the name of the school or district to promote any product shall not be permitted. It shall be against school district policy for any district employee to permit use of school facilities or student personnel in sales promotions sponsored by commercial or private interests during school hours.
RELATIONS WITH OTHER POLITICAL AGENCIES

Cooperation with law enforcement agencies is essential for the protection of students, for the maintenance of a safe environment in this district’s schools, and for the safeguard of all school property.

This district shall also cooperate with other state and local public agencies and those agencies’ responsibilities and duties that relate to the public school student.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
PARTICIPATION IN NON-SCHOOL SPONSORED PUBLIC EVENTS

Student groups may participate in non-school sponsored public events with the permission of the building principal. If a public event is outside the local area and is not a regularly scheduled activity of the school, permission to participate must be requested well in advance of the anticipated activity. When school funds are involved, prior approval must come from the board.

CONTESTS FOR STUDENTS

Students shall not be required to enter or participate in any contest sponsored by organizations or groups that are not part of this school district. School administrators and teachers have the authority to evaluate contests and advise individual students on participation.

PARTICIPATION IN FUND DRIVES

Student groups and teachers wishing to participate in money-raising activities in the school or in the community for school purposes or activities must receive prior approval from the building principal.

Students and employees may voluntarily participate in philanthropic fund drives at both the local or national level, but no student or employee shall be required to participate.

No student may use school facilities to promote commercial or private interests or sales.

COMMUNITY YOUTH GROUP ACTIVITIES

All students are encouraged to become involved in the various community youth group activities available. However, no student, as part of a school program, shall be required to participate in non-school community youth group activities.

SECRET SOCIETIES PROHIBITED

No person, group or organization shall establish a fraternity, sorority or secret society whose membership is comprised in whole or in part of students enrolled in the public elementary or secondary schools in this district, nor shall students enrolled in any of this district’s public schools become a member of such organization, or pledge himself or herself to become a member of any such organization.

A fraternity, sorority or secret society shall be interpreted as any organization, the active membership of which is comprised in whole or in part of students enrolled in this district’s schools, and which exists or perpetuates itself wholly or partly by selecting members on the

Section 1000 Index
basis of the decision of its membership rather than upon the basis of the right of any student, qualified by the rules and regulations of the school, to be a member. The definition shall not be construed to include organizations institutionally sponsored by agencies of public welfare, such as the Boy Scouts of America, Girl Scouts of America, Campfire Girls, the YMCA and YWCA, and similar organizations.

The board may withdraw the rights and privileges of students participating in such secret society or fraternity or sorority, may deny graduation, deprive students of credit, or suspend or expel such students.

LEGAL REFERENCE:
Idaho Code Sections 33-1901 et seq.

ADOPTED: 10-12-98
Establishing and maintaining good public relations with the community and other governmental organizations requires a concerted effort by the entire school district staff. Each school shall make an effort to inform the public of various educational achievements, activities and goals.

The most important public relations ambassadors are the teachers who work directly with students every day. All employees are encouraged to participate in community activities and demonstrate to the community by their words, attitudes and actions the ideals set forth by this school district.

◆◆◆◆◆◆

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
To protect the morals, health and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or at any school activity to registered sex offenders, of whom the district has knowledge. District officials will make a good faith effort to identify registered sex offenders residing within the district’s boundaries by periodically reviewing the Idaho State Police registry of sexual offenders. District officials shall notify each registered sex offender identified as residing within the boundaries of the district that he/she is not allowed entrance to the premises of any school of the district or to any school activities.

The superintendent or his/her designee may grant an exception to this prohibition for an individual who is a parent or guardian of a student attending a school within the district, and whose right to educational information or access to his/her child or ward has not been limited by court order. The decision shall be based upon a review of all of the relevant circumstances, including the risk to the morals, health, and safety of other students. Such parents or guardians may be permitted access to a particular school or school event, with or without limitations, as determined appropriate by the superintendent or his/her designee.

School personnel shall not use information received by the district regarding any registered sexual offender to harass, intimidate, commit a crime against, or cause harm to any person.

Sex offenders must comply with any additional requirements set forth in Idaho Code Section 18-8329.

LEGAL REFERENCE:
Idaho Code Section
3-512(4) and (11)
18-8301, et seq.
18-8325

ADOPTED: 09-12-2005
September 15, 2005

Name
P.O. Box
Fairfield, Idaho  83327

Re:  Denial of Access to Camas County School District Premises and Activities

Dear Mr. :

Enclosed herewith is a copy of Policy No. 1007 of the Camas County School District No. 121, which prohibits the entrance onto school premises or school activities by registered sex offenders. Your name and address appear on the Idaho State Police web page indicating that you reside within the boundaries of the Camas County School District, and you have been required to register as a sexual offender and present a high risk of re-offense. I am aware that you have a child enrolled in the school district and, as such, may wish to gain information regarding your child’s progress and education. As a result, I am notifying you that you are prohibited from entering any school buildings or grounds, or attending any school events or activities, except as specifically directed by me.

The Board of Trustees has a duty to assure the safety and well-being of students and is empowered by Idaho Code Section 33-512 (11) to make such prohibition:

To prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds and to provide for the removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational processes or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in schoolhouses or on school grounds, is guilty of a misdemeanor.

Under Idaho law, any violation of this directive on your part may result in trespassing charges and disruption of educational process charges being filed against you, as well as law enforcement being immediately asked to respond to the site.

The Camas County School District takes its duty to assure the safety and well-being of its students very seriously. If you have questions regarding this matter, or if you wish to request an exception to the policy, please contact the district office during regular business hours at 610 Soldier Road to discuss such arrangement.

Sincerely,

_______________________________________
Superintendent
Patrons from this district having concerns or complaints regarding any aspect of this school district and/or the services it provides to the school-age students residing in its boundaries may submit those concerns or complaints in writing following the procedure set forth below:

A. Prior to submitting any concerns and/or complaints in writing (as per the procedures set forth below), said concerns and/or complaints must follow “a chain of command” procedure utilizing the follows:

Note: It shall be the right of any employee or patron to have a representative present during any meetings held with either administration or board of trustees during the Patron Complaint Procedure as detailed below.

A.1. Should any complainant issue a concern and/or complaint to the principal and/or superintendent about a specific employee, said complainant will be directed to visit with the employee in question in an attempt to resolve the issue or concern.

A.2. Should the complainant not be satisfied after having visited with the employee in question or should the complainant refuse to visit with the employee in question, a meeting between the complainant, principal and/or superintendent and the employee in question will take place in an effort to resolve the issue or concern.

A.3. Should the complainant not be satisfied after having visited with the principal and/or superintendent and the employee in question, the complainant may submit those concerns or complaints in writing following the procedure set forth below:

B. Matters concerning an individual school shall be discussed first with the principal of that school;

C. If the problem is not resolved at the school level, it may then be brought to the superintendent of schools;

D. If the problem is not resolved with the superintendent of schools, it may then be brought before the board in the following manner:
   1. The request, concern or complaint shall be submitted in writing to the board at least five (5) days before the regularly scheduled board meeting;
   2. Participants shall identify whom they represent and shall be asked to comment on their questions or problems;
   3. Personnel complaints against any school district employee shall not be heard in open session;
   4. The board reserves the right to set time limitations for presentations and speakers.

Individuals with complaints regarding library resources or textbooks shall follow the complaint procedure set forth in the policy entitled Library and Resource Center Materials found in SECTION 600: EDUCATIONAL PROGRAMS.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED: 10-12-98
No employee of the school district shall solicit or encourage solicitation of gifts for himself or herself.

While recognizing that action of other individuals or organizations cannot be controlled, it is the intent of the school district to discourage such individuals or organizations from presenting gifts to school employees except in recognition of special occasions or special services rendered to the school or community.

District employees are urged to refuse to accept any gift; acceptance of which would tend to place them or the district in a compromised or embarrassed position.

Teachers are specifically directed not to obligate themselves to give prizes or awards of any intrinsic value to students or accept gifts of consequence from them.

LEGAL REFERENCE:
Idaho Code Sections
33-506
33-1351
33-1356
33-1359
33-1360

ADOPTED: 10-12-98
It shall be against school district policy for any teacher or administrator to require any student to enter or participate in any contest sponsored by organizations or groups not part of this school district.

School administrators or teachers shall have the authority to evaluate contests and advise individual students on participation.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
Students and employees may voluntarily participate in philanthropic fund drives, local or national, but compulsory participation shall be prohibited.

There shall be no solicitations or collections from students on an individual basis without authorization from the board of trustees.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED: 10-12-98
It shall be against district policy for teachers' or students' groups to undertake any money-raising activity in the school or in the community without the approval of the building principal for such sponsorship.

/legal reference:
Idaho Code Section 33-506

adopted: 10-12-98
Annual passes to school activities shall be issued to:

A. All School Board members and spouses
B. All working officials
C. Visiting bus drivers and sponsors of visiting groups will be admitted without charge
D. Free passes shall be issued to all senior citizens (persons 65 years of age or over)
E. All School District #121 employees and their spouses shall be admitted without charge to home events except tournaments.

ADOPTED: 10-12-98