CHALLIS JOINT SCHOOL DISTRICT #181

Policy and Procedure – 9000 Series
School Facilities

TABLE OF CONTENTS

9000	Goals	Pg. 2
9100	Disposal of School Property	Pgs. 3-5
9200	Contractor License, Surety Bonds & Insurance	Pg. 6
9300	Operation & Maintenance of Dist. Facilities	Pg. 7
9400	Safety Program	Pg. 8
9500	Security	Pg. 9
9550	Cybersecurity	Pgs. 10-12
9600	Facilities Operations	Pg. 13
9610	Waste Management & Recycling	Pg. 14
9700	District-Wide Asbestos Program	Pg. 15
9705	Hazard Mitigation – Chem. Lab Disposal	Pg. 16
9800	Naming of School Facilities	Pg. 17
9802	Display of the National Motto	Pg. 18
9803	Flags and Banners	Pg. 19
9805	Memorials on School Grounds	Pg. 20

Goals 9000

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.

Policy History:
Adopted on: 1/2025
Reviewed on:
Revised on

Disposal of School Property 9100

Conveyance of Property

Within one year prior to conveyance of property, all real and personal property with an estimated value of $1,000 or greater shall be appraised. The appraisal shall be entered in the records of the Board.

$1,000 or Greater: For property with a value of $1,000 or greater, the property may be sold at public auction or by sealed bids, (as the Board shall determine) to the highest bidder. Such property may be sold for cash or according to terms and conditions determined by the Board. The period of the sale shall not be more than ten years and the annual interest rate on all deferred payments must be at least 7% per annum. The title to all property sold on contract shall be retained in the name of the District until the purchaser makes full payment 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 the Board shall determine. The District shall publish notice of the time and the conditions of the sale twice. The Board shall ensure proof of this publishing of notice is retained as described in IC 33-402(2) and (3). The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the District can be sold for less than its appraised value. If, thereafter, no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

$500 to Less than $1,000: The Board may sell property with an estimated value of less than $1,000 without appraisal, by sealed bid or at public auction, provided that there has been at least one published advertisement prior to the sale. The board may accept the highest bid, may reject any bid, or reject all bids.

Less than $500: For property that has an estimated value of less than $500, the property may be disposed of in the most cost-effective and expedient manner by an employee of the District designated by the Board. The designer shall notify the Board prior to disposal of said property.

Donated Property

If real property was donated to the District the Board may, within a period of one 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 with other property.

Exchange of Property

The Board may exchange real or personal property for other property provided that:

1. One -half (1/2) plus one of the members of the full Board determines such conveyance or exchange is in the best interest of the District; and
2. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
    a) U.S. government

b) City
c) County
d) State of Idaho
e) Hospital district
f) School district
g) Public charter school
h) Idaho Housing and Finance Association
i) Library district
j) Cooperative service agency formed pursuant to IC 33-317
k) Junior college district
l) Recreation district

Before such an exchange the Board shall have the property appraised by an appraiser certified in the state of Idaho and shall enter the appraisal into the Board's records. This appraisal shall be used to establish the value of the real or personal property. If the Board finds it is in the District's best interest to trade personal property to a person or entity for like kind personal property, the Board may vote to elect to do so. The Board may choose not to have the property appraised if it's personal property with an estimated value of less than $5,000.

Equipment Acquired Under a Federal Award

When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of $5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than $5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The District will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the federal awarding agency or pass-through entity. Therefore, the District should request prior approval from the State Department of Education for the purchase or the disposition of equipment purchased with federal funds that have a value of $5,000 or more.

Cross Reference:
2510P Selection of Library Materials
2510 Selection of Library Materials

Legal Reference:
2CFR § 200.313(e) Equipment Disposal
2 CFR § 200.439(b)(2) Equipment and Other Capital Expenditures
I.C. § 33-402 Notice Requirements
I.C. § 33-601 Real and Personal Property – Acquisition, Use or Disposal of Same
I.C. § 67-2801, et seq. Purchasing by Political Subdivisions
I.C. § 74-107(3) Records Exempt from Disclosure – Trade Secrets, Production Records, Appraisals, Bids, Proprietary Information, Tax Commission, Unclaimed Property, Petroleum Clean Water Trust Fund
I.C. § 33-317 Cooperative Service Agency – Powers – Duties - Limitations

Policy History:
Adopted on: 12/04
Reviewed on: 11/18, 6/19
Revised on: 5/05, 2/08, 10/2017, 11/18, 6/19, 7/2020, 6/2024, 1/2025

Contractor License, Surety Bonds and Insurance 9200

No contract shall be awarded to any contractor who is not licensed as required by the laws of this state.

Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than 85 percent of the contract amount for the sole protection of the District; and
2. Payment bond in an amount less than 85 percent of the contract amount for the protection of persons supplying labor or materials or renting or otherwise supplying equipment to the contractor and/or his subcontractors in the prosecution of the work performed under the contract.

Legal Reference:
I.C. 54-1902 Unlawful to engage in public works contracting without license
I.C. 54-1925 et seq. Public contracts Bond Act

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 10/20/17, 9/2018, 1/2025

Operation and Maintenance of District Facilities 9300

The District seeks to maintain and operate facilities in a safe and healthful condition.

The facilities manager, in cooperation with the Principals, fire chief, and county sanitarian, shall periodically inspect plant and facilities. She/he shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning.

Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference:
8520 Inspection of School Facilities
9400 Safety Program
9500 Security

Legal Reference:
I.C. 33-701 Fiscal year – Payment and accounting of funds
I.C. 33-1613 Safe public-school facilities required

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 1/2025
Revised on: 1/14/08, 10/2017, 9/2018

Safety Program 9400

The Board acknowledges the importance of safety for students, staff and others having business with the District.

In addition, programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

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

Cross References
5620 Safety Management Program and District Personnel
8510 District Safety
8520 Inspection of School Facilities
9300 Operation and Maintenance of District Facilities

Legal Reference:
I.C. 33-512 Governance of schools
29 CFR 1910.1030 The Blood borne Pathogens Standard

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 1/14/08, 10/2017, 9/2018, 1/2025

Security 9500

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to present safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required. Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

Employment of security may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference:
9300 Operation and Maintenance of District Facilities

Policy History:
Adopted on: 12/13/04
Reviewed on: 1/2025
Revised on: 1/14/08, 10/2017, 9/2018

Cybersecurity 9550

This policy aims to prevent data breaches and to ensure any such breaches are addressed quickly and appropriately. In pursuit of this, the Board directs the Superintendent or their designee to work toward implementing the **National Institute of Standards and Technology (NIST) Cybersecurity Framework and/or the Center for Internet Security (CIS) Critical Security Controls.**

Prevention Strategies

For the purposes of this policy, a data breach refers to any instance in which there is an unauthorized release or access of personally identifiable information, as defined in Policy 3575, or of other sensitive data. This can include, but is not limited to, student educational records, personnel records, and financial records. It can include situations such as malicious actors gaining access to District devices or systems; the loss of District devices; and devices or networks left unsecured by accident, negligence, or a security system failure.

Sensitive data shall mean data whose release could cause social, physical, or financial harm to the individual(s) it pertains to or to the District.

The Board emphasizes the following cybersecurity principles, which the Superintendent or designee shall draft procedures to implement:

1. Multifactor authentication for remote access and admin/privileged controls: To the extent feasible, phishing-resistant multifactor authentication will be required to access sensitive information and security-sensitive systems.
2. Endpoint detection and response: The Superintendent or their designee shall ensure all District devices are protected by endpoint protection including, but not limited to, antivirus software and any other appropriate measures to detect attempted breaches of network security. The Superintendent or designee shall ensure District devices are safe when used at school and, if applicable, when used at other locations. They shall ensure steps are taken to block access to known malicious content online, to protect users from email-based attacks, and to ensure security updates are installed promptly.
3. Secured, encrypted, and tested backups: The Superintendent or their designee shall ensure backups of important data are maintained securely to protect against data loss or destruction. They shall strive, when feasible, to ensure three backup copies of important data are kept, two of which are stored on different mediums, and one of which is stored at a separate physical site from the others. At least one of these copies should be stored on a device not connected to the Internet.
4. Privileged access management: The Superintendent or their designee will regularly check that individuals who no longer need access to sensitive data and systems do not have access to them. This shall include ensuring access is immediately terminated when an individual's employment with the District is terminated or otherwise separated and when a student graduates or otherwise exits the District. To the extent feasible the Superintendent or designee shall ensure that duties are separated to prevent inappropriate access to or use of sensitive

data. This also includes a requirement to ensure passwords are secure and are not shared. To limit risk, sensitive data will be safely archived or deleted when appropriate.

The Superintendent or designee shall maintain an inventory of the District's physical and electronic assets related to cybersecurity that designated staff members should secure in the event of a possible disaster or data breach. These assets include, but are not limited to electronic files, logins, electronic devices, and equipment used to provide access to the Internet and any District networks. The list shall indicate where these assets are stored and how they are protected.

The Superintendent or designee shall also conduct privacy risk assessments for the District and of parties with whom it shares sensitive data. For this policy, privacy risk assessment shall mean a process to help analyze and assess privacy risks arising from the processing of their data.

Training and Awareness

The Superintendent or their designee shall provide and require training on cybersecurity, preventing data breaches, and securing confidential records for staff, students, contractors, and others with access to District records or electronic networks. This may include providing information on how and when to report a possible data breach.

Third Parties

The Superintendent or their designee shall take measures to limit risk when using third-party tools or services and when it is necessary to share sensitive data with third parties.

They shall also regularly review such third parties' policies on data breach notifications and backing up data or ensure these topics are addressed adequately in the District's contract with such providers.

Legal Compliance and Insurance

The Superintendent or their designee shall report any cybersecurity incident to the Office of the Attorney General within 24 hours as required by IC 28-51-105. When required, the incident shall also be reported to the Idaho Superintendent of Public Instruction and the Executive Director of the Office of the State Board of Education, as described in Policy 3575.

The Superintendent or designee shall record any breach of education records in the log of releases of information described in Procedure 3570P. Any cybersecurity incident shall also be reported to the federal Cybersecurity and Infrastructure Security Agency if required by the Cyber Incident Reporting for Critical Infrastructure Act of 2022 or, in cases where reporting is optional if the Superintendent chooses to do so.

In the event of any cybersecurity event, the Superintendent or designee shall immediately contact

their cybersecurity insurance provider and, if applicable, the District's managed security provider.

Cross Reference
3570 Student Records
3575 Student Data Privacy and Security

Legal References
34 CFR 99.32(a)(1) What Recordkeeping Requirements Exist Concerning Requests and Disclosures?
CIRCIA Cyber Incident Reporting for Critical Infrastructure Act of 2022
IC 28-51-104 Definitions
IC 28-51-105 Disclosure of Breach of Security of Computerized Personal Information by an Agency, Individual or a Commercial Entity

Policy History:
Adopted on: 4/2024
Reviewed on: 1/2025
Revised on:

Facilities Operations 9600

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager shall manage the operation of the facilities through the head custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities
3. Adequate care of and timely lamp replacement in each facility's lighting system
4. Proper care of each facility's grounds and playgrounds

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year but shall also occur during those times when the building is occupied outside of regular hours.

Policy History:
Adopted on: 12/13/04
Reviewed on: 1/2025
Revised on: 10/2017, 9/2018

Waste Management and Recycling 9610

The practice of discarding materials used in school facilities is wasteful of natural resources, energy, and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students, declares that resource conservation is to be made an integral part of the physical operation of the school system and of school curriculum. Therefore, it shall be the policy of the District that:

1. The District will integrate the concept of resource conservation including waste reduction and recycling, into the environment education at all levels
2. The amount of waste of consumable materials is to be decreased by:
   a) Reduction of the consumption of consumable materials wherever possible
   b) Full utilization of all materials prior to disposal
   c) Minimization of the use of non-biodegradable products wherever possible
3. The District will cooperate with, and participate in, recycling efforts being made by the local and State governments. As systems for the recovery of waste and recycling are developed, the District will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The District will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
5. Representatives of the District will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional, and State levels.

Policy History:
Adopted on: 12/13/04
Reviewed on: 1/2025
Revised on: 10/2017, 9/2018

District-Wide Asbestos Program 9700

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

The District shall develop and continually update an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and submit the plan to the Idaho Department of Environmental Quality for approval. A copy of each school's plan shall also be kept at the school and made available to the public for review. The District shall notify parents, teachers, employees, and employee organizations (in writing) of the availability of management plans. The management plan shall include a description of the steps taken to notify such groups and a dated copy of the notification.

After an initial inspection of the schools to identify possible asbestos-containing building materials, the District shall conduct an inspection every three years to determine whether the condition of known or assumed asbestos-containing building materials has changed and will make recommendations on managing or removing the materials. These inspections and any response actions must be performed by trained, licensed professionals. Every six months, the District will survey the condition of these materials to assure that they remain in good condition. Forms for noting the condition of these materials shall be included in the management plan.

The District will train all maintenance and custodial staff on asbestos and how to deal with it, and notify short-term or temporary workers on the locations of the asbestos-containing building materials. Such training will be conducted within 60 days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. The District will ensure that plans and procedures to minimize the disturbance of asbestos-containing building materials are set and followed.

The Superintendent or their designee shall be trained and designated as the person responsible for ensuring that these requirements are implemented.

Legal Reference:
15 U.S.C. 2650 Asbestos Contractors and Local Education Agencies,
40 C.F.R. 763.93 Asbestos Management Plans

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 1/2025

Hazard Mitigation – Chemistry Lab Disposal 9705

The District Board of Trustees has a priority to keep the students and staff of the District safe.

All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in chemicals and other substances used in schools such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses and equipment, and the maintaining of school grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students and ensure that no experiment will be dangerous if safe procedures are followed throughout and to ensure that proper precautions are taken to avoid contaminating the environment.

Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share the responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment.

Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal.

Waste should be stored in closed containers except when additional waste is being added. Each school science department should maintain a central, secure waste storage area.

Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate method of disposal, including disposing of the substance in a disposal container or down the drain.

Policy History:
Adopted on: 1/14/08
Reviewed on: 1/2025
Revised on: 10/2017, 9/2018

Naming of School Facilities 9800

The School District Board of Trustees is responsible for the naming and renaming of all schools and school facilities within the District. It is the desire of the Board that each new building or facility within the District is given a name that lends dignity and status to the school or facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of a school or facility may occur under the following circumstances:

1. When a new school is built
2. When two or more schools have the same name (for example, an elementary school and a middle school), one school may request a new name while the other retains the original name
3. When a new facility is built to replace an existing facility which will be closed

The following guidelines should be considered when naming a school or facility:

1. A proposed school name may be a person, place or thing
2. Proposed names should not be a person whose primary identification is of a religious nature
3. Distinguished persons proposed for the school name must have been deceased for at least six months and should have made significant contributions to the community, county, state or nation
4. A person's moral character should also be considered
5. Persons proposed for the school name shall not be a relative of any employee or school board trustee
6. Geographic names may also be considered. These names should be clearly identifying, widely known and recognized

Policy History:
Adopted on: 1/14/08
Reviewed on: 1/2025
Revised on: 10/2017, 9/2018

Display of the National Motto 9802

In accordance with state law, the District is prepared to receive donations of a durable poster or framed copy of the national motto, “In God We Trust,” and will display it in a conspicuous place if the following conditions are met:

1. The poster or framed copy includes a representation of the United States flag, the flag of the State of Idaho, or both.
2. The background, lettering, and framing on the poster or framed copy include the colors black, white, gold, or silver.
3. The poster or framed copy does not contain any other lettering, verbiage, images, logos, or likeness.
4. The size was approved by the Superintendent or their designee.
5. It was donated to the District.

The Superintendent or designee may reject a donation if the above conditions are not met and will notify the donor of any unmet conditions where applicable.

Legal References:
IC § 33-141 National Motto

Cross Reference:
4510 Public Gifts to the Schools

Policy History:
Adopted on: 8/2023
Revised on:
Reviewed on: 1/2025

Flags and Banners 9803

The District adopts the following policy regarding flags and banners displayed on school grounds.

Only the following flags and banners may be displayed on school grounds:

1. Official flags or banners representing the United States.
2. Official flags of any US state.
3. Official flags of the US military.
4. Official flags of Idaho Indian tribes.
5. Official flags of recognized foreign nations that the US is not engaged in hostile action with.
6. Achievement flags or banners recognized by the Idaho State Department of Education; and
7. Flags or banners representing official school mascots and colors.

These restrictions shall not apply to:

1. Temporary displays of student work or other curriculum-based displays.
2. Electronic displays in schools.
3. Displays in school parking lots.
4. Student and staff attire, such as pins or shirts, which comply with any applicable dress code; and
5. Student and staff personal items which are not otherwise prohibited, and which are displayed in a permissible manner in the student or staff member's individual space, such as on a desk, locker, or cubby.

Legal Reference:
IC 33-143 Display of Flags and Banners on Public School Property

Policy History:
Adopted on: 8/2025
Reviewed on:
Revised on:

Memorials On School Grounds 9805

From time to time there may be a desire to honor a deceased student or employee of the District.

Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a modest in size, permanent stone and plaque indicating the name and relevant information of the person to be memorialized. Other types of memorials may be considered for approval by the Board, using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions to a general scholarship fund established by the District may be made. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, district or community. Items received become the property of the District and will be used for the purpose for which they were donated.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events.

The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled classroom or school activities, but the celebration of student accomplishments may, with prior Board or designee approval, be authorized.

Policy History:
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Revised on: 10/2017, 9/2018