CHALLIS JOINT SCHOOL DISTRICT #181

Policy and Procedure – 8000 Series
Non-Instructional Operations

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Goals – Non-Instructional Operations 8000

The Board adopts policies governing non-instructional aspects of its operations. In doing so, the Board prioritizes the following principles, aims, and values:

1. Because resources are limited, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy.
2. The District will seek innovative ways to support the instructional program that maximize the resources directly available for student learning programs.
3. The physical safety and wellbeing of District students is among the District's most important responsibilities.
4. Programs that support education help to provide all students with an equal opportunity to succeed.
5. Non-instructional services shall be conducted in ways that best support the learning environment and meet student needs.

Policy History:
Adopted on: 2/2025
Reviewed on:
Revised on:

Transportation 8100

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

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

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

The type of transportation provided by the District may be by a school bus or other vehicle, as described in Policy 8103, or by such individual transportation as paying the parent/guardian for individually transporting the student. The Board of Trustees may pay board and room reimbursements to a parent/guardian when a student resides within a non-transportation area (an area of a school district designated by the Board of Trustees as impractical, by reason of sparsity of students, remoteness or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner.

Only those students residing on existing bus routes and officially enrolled in Challis public schools will be allowed to ride that route bus to and from school. The Board of Trustees may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected. Students attending nonpublic schools may be authorized to ride another authorized vehicle if they meet the requirements as described in Policy 8103 and the requirements to ride a school bus.

Homeless Students

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

Foster Children

The Superintendent or designee shall develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care. These procedures must ensure the following:

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

1. Children in foster care who need transportation to the school of origin will receive that transportation promptly and in a reasonable and cost-effective manner
2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
   a) The local child welfare agency agrees to reimburse the District for the cost of this transportation
   b) The District agrees to pay for the cost of such transportation
   c) The District and the local child welfare agency agree to share the cost of this transportation

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. This training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Previous documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Superintendent or designee shall develop written rules establishing the procedures for safety and emergency exit drills on school buses and other vehicles used to transport students, and for student conduct while riding on such buses and other vehicles, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations
2. Applicable manuals and guidelines
3. Online access to internet and other resources
4. Applicable trade journals and organizations' publications

The District shall include student transportation operations in District disaster and emergency preparedness plans and shall ensure drivers who transport students are provided with training on the disaster and emergency preparedness plans.

Cross Reference:
3060 Education of Homeless Children
8105 Extracurricular Transportation
8110 Safety Busing
8115 Hours of Service of Drivers
8120 Bus Routes, Stops and Non-Transportation Zone

Legal Reference:
I.C. 33-1501 Transportation Authorized
I.C. 33-1503 Payments when Transportation Not Furnished
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School Related Events
IDAPA 08.02.03.109 Special Education
20 USC 6312(c) Every Student Succeeds Act Standards for Idaho School Buses and Operations

Other Reference:
Federal Highway Safety - Guideline 17
Idaho State Department of Education – Standards for Idaho School Buses and Operations
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum

Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 12/11/17, 9/2018, 9/2024, 5/2025, 12/2025

Vehicles Other than School Buses Used to Transport Students 8103

The Superintendent may authorize the transportation of students in vehicles other than school buses or by the District or by a party the District contracts with. Only vehicles that are an authorized vehicle as defined in IC 33-1504 may be used. For the purposes of this policy, such non-school bus vehicles shall be referred to as authorized vehicles.
Drivers of authorized vehicles shall meet all minimum requirements specified by the State Department of Education and by the School Board.
Authorized vehicles may be used when school bus transportation cannot be reasonably provided. Such vehicles shall not be used routinely for home-to-school and school-to-home transportation except for the following groups of students:

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

Authorized vehicles may be used when school bus transportation cannot be reasonably provided for trips that are an extension of the instructional program.
All authorized vehicles shall be equipped with safety equipment, including the following:

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

Authorized vehicles that are subject to transportation reimbursement by the State Department of Education shall be inspected by a qualified mechanic at least every 60 days during each school year. This inspection shall cover, at minimum, all applicable requirements, documentation, and service procedures as required by the State Department of Education and the Board. Vehicles that are not subject to such reimbursement are not subject to this 60-day inspection requirement, and the Superintendent or their designee may set different inspection requirements for such vehicles.
Each driver must complete and document a daily pre-trip inspection before transporting pupils as described in Policy 8170.
The District shall comply with any restrictions identified by the vehicle manufacturer regarding passengers, weight, and other associated restrictions.

Legal Reference:
I.C. 33-1501 Transportation Authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School Related Events
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 12/2025
Reviewed on:
Revised on: 7/2/026

Extracurricular Transportation 8105

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics: student groups, clubs, and/or organizations; community activities; and, when the following are done as out-of-class-activities, speech, debate, music, and band.
The use of school buses and other District vehicles is strictly limited to school activities. Vehicles shall not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, District vehicles will be operated by an appropriately trained and licensed driver, and only authorized activity participants, professional staff, chaperones, parents/guardians or students assigned by the administration may ride in the vehicle.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or their designee. District employees will notify the Superintendent or designee of all transportation details and/or arrangements made after authorization.

While the District does not prohibit students or District patrons from arranging a carpool to provide transportation to any District facility, activity, or event, it is impractical for the District to take steps to ensure the safety of any carpool vehicle or driver. For this reason, the District and its employees shall not arrange, encourage, or take responsibility for any such carpool. The District will bear no liability associated with any carpool arrangements.

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

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

At its discretion, the District may charge fees for transportation of students or parents/guardians to and from extracurricular activities where attendance is optional.

Student Travel to/from Extracurricular or Co-Curricular Activity

Unless other travel arrangements are authorized, students will board the vehicle at the school designated as point of origin for the trip and will return to the point of origin in the bus.

The only variation allowed in this regulation is the release of students to parents or pre-arranged, authorized individuals in a face-to-face situation at the close of the activity before vehicles begin the return trip. Such release will require a parent/guardian or pre-arranged, authorized individual’s signature.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent.

The activity organizer must provide at least one instructor, coach, or adult sponsor for each vehicle on a special trip who shall be familiar with or provided a copy of this policy. The ~~bus~~ driver will be responsible for the safe operation of the vehicle. The sponsor will be responsible for supervision of students and enforcement of transportation rules. Any adult designated by the principal as a sponsor will have such authority.

Cross References:
3380 Extracurricular and Co-Curricular Participation Policy
8100 Transportation

Legal References:
I.C. § 33-512(12) Governance of Schools – Governance of Schools – Board of Trustees Authorized to Supervise and Regulate Certain Extracurricular Activities
I.C. § 33-1501 Transportation Authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School Related Events
IDAPA 08.02.02.190 Program Operations
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 9/2022
Revised on: 9/2024, 12/2025
Reviewed on:

Safety Busing 8110

Safety busing is the transportation of a student who lives less than one and one-half (1½) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the student warrants such action. This includes cases where the student is transported by vehicle other than a school bus as described in Policy 8103.

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

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

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as 8110f. The current "cut off" number is 50 on the **Measuring Instrument for Walking Students**.

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

8110f is the measuring instrument model form used by your district.

Cross Reference:
8100 Transportation
8120 Bus Routes, Stops and Non-Transportation Zones
Legal Reference:
33-1501 Transportation Authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School Related Events
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/

Other References
Standards for Idaho School Buses and Operations
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 9/2024
Revised on: 12/11/17, 9/2018, 5/2020, 9/2022, 12/2025

Exhibit 1

MEASURING INSTRUMENT FOR WALKING STUDENTS

This is worksheet that can be used to determine safety busing areas.

School District: _____ **School:** _____

Location of Area Rated: _____

Date Rated: _____

Rate the following by putting a circle around the appropriate number. The higher the number, the more hazardous the walking route.												**Numeric Score**
Vehicular:												
1. Average hourly during school arrival & departure both afternoon.	Over 1000	1000-901	900-801	800-701	700-601	600-501	500-401	400-301	300-201	200-101	100-0	
A.M.	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	
P.M.	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	
2. Truck traffic during school arrival & both morning & afternoon.	Over 100		100-75		75-51		50-25		25-1		0	
A.M.	**5**		**4**		**3**		**2**		**1**		**0**	
P.M.	**5**		**4**		**3**		**2**		**1**		**0**	
3. Posted traffic speed	55 mph **7**		50 mph **6**		45 mph **5**		40 mph **4**		35 mph **3**		30 mph **2**	25 mph **1**	20 mph **0**	
Pedestrian:												
1. Number of pupils	Over 225 **10**	225-201 **9**	200-176 **8**	175-151 **7**	150-126 **6**	125-101 **5**	100-76 **4**	75-51 **3**	50-26 **2**	25-1 **1**	0 **0**	
2. Grade level	Elementary **10**				Middle School/Junior High **2**				High School **0**			
Roadway:												
1. Width of road	Multi-lane divided highway, raised or painted median		Multi-lane (two-way) or Single-lane w/left turn lane		Two-lane Two-way No-passing		Two-lane Two-way Passing		Two-way, no street markings			
Crossing	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	
Exposure time walking along (in minutes)	> 30 **10**	27-30 **9**	24-27 **8**	21-24 **7**	18-21 **6**	15-18 **5**	12-15 **4**	9-12 **3**	6-9 **2**	3-6 **1**	0-3 **0**	
2. Shoulder or sidewalk "Narrow" – under 3 "Wide – 3-8 feet	No shoulder or sidewalk		Narrow, unpaved shoulder, no sidewalk		Narrow, paved shoulder, no sidewalk		Wide, unpaved shoulder, no sidewalk		Wide, paved shoulder, no sidewalk		Sidewalk all way with no breaks	Sidewalk all way with no breaks, shoulder or utility strip	
	10	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**	**0**	**-10**
3. Accumulative area with no sidewalk	100% **10**	90% **9**	80% **8**	70% **7**	60% **6**	50% **5**	40% **4**	30% **3**	20% **2**	10% **1**	< 10% **0**		
4. Traffic control signs markings (score as as applicable)	No school signs **2**		No pavement markings **2**		No traffic signals **2**		No traffic lights – Elementary Only **2**		No crossing guard – Elementary Only **2**				
Environmental: (over)													

Environmental: (continued)											
1. Visual obstructions (trees, shrubs, hills, curves, buildings, etc.)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% **10**	90% **9**	80% **8**	70% **7**	60% **6**	50% **5**	40% **4**	30% **3**	20% **2**	10% **1**	<10% **0**
2. Cross traffic pupil's direction of travel (streets & driveways other than single family home)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% **10**	90% **9**	80% **8**	70% **7**	60% **6**	50% **5**	40% **4**	30% **3**	20% **2**	10% **1**	<10% **0**
3. Special conditions (extraordinary factors, fences, open waterway, history of crime, etc.)	Comments:										
	Accumulative Exposure - % of Walking Route										
	100% **10**	90% **9**	80% **8**	70% **7**	60% **6**	50% **5**	40% **4**	30% **3**	20% **2**	10% **1**	<10% **0**

Accident Rate:										
Accident rate (vehicle & pedestrian)	2 x Average for Facility		1.6 x Average for Facility		Average for Facility		.75 Average for Facility		.5 Average for Facility	
	10	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**0**
TOTAL RATING:										

Contacted Agency or	Agency or Individual	Contact Person W/Phone Number
	State Highway District	
	County Roads	
	City Streets	
	Canal Company	
	Developer	
	Property Owner	
	Other:	

Comments:

Evaluator _____

Date Evaluated _____

Maximum Drive Time 8115

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the District or their transportation provider does not operate commercial motor vehicles every day of the week: or
2. Having been on duty 70 hours in any period of eight consecutive days if the District or their transportation provider operate commercial motor vehicles every day of the week.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips of more than 100 miles.

Cross Reference:
8100 Transportation

Other Reference:
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations

Legal Reference:
FMCSA § 395.5 Maximum Driving Time for Passenger-Carrying Vehicles

Policy History:
Adopted on: 2/13/08
Reviewed on: 9/2018
Revised on:12/11/17,9/2018, 9/2024, 5/2025

Bus Routes, Stops and Non-Transportation Zones 8120

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

Definitions

- Safety Busing Zone: The areas where a student who lives less than one and one-half (1½) miles from school will be transported to and from school because, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action as described in. Safety Busing Policy #8101
- Non-Transportation Zone: An area of the District designated by the Board which is not served by District transportation because of sparsity of students, remoteness, or condition of roads makes it impractical to provide service.

Establishing Student Transportation Routes

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

1. Transportation routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be served, availability of turn- around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument, Form 8110f.
2. School bus drivers and employees to drive other vehicles transporting students to and from school are encouraged to make recommendations about establishing or changing routes
3. Parents should be referred to the Superintendent for any request for a change in routes, stops, or schedules
4. At least once each year, the transportation supervisor or the District's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and transportation stops. Documentation of the route evaluation shall be retained by the District. The District may use the State Department of Education's model evaluation procedure and forms for these evaluations.

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

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

Transportation Stops

District vehicles should stop to load and unload passengers only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Student transportation stops shall be chosen with safety in mind and protection of the

health of the student. No transportation stop shall be established within 1 ½ miles from the students' school except in safety busing zones.

All transportation stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All stops shall be located at a site that allows the vehicle to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.
District drivers shall load and unload from the right side of the roadway. Transportation shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or proceed home after exiting the vehicle unless the location has easily accessible traffic control signals.
District vehicles shall only stop to load or unload passengers as designated bus tops, as required by law.
School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal or designee of each building is responsible for the conduct of students waiting in loading zones and shall ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or vehicles are present in the loading area.

Delay in Schedule
The schedule for pickup and delivery of students shall be followed as accurately as possible. The driver is to notify the administration of a delay in the schedule. The administration will notify parents/guardians on routes experiencing delays, if necessary.

Responsibilities – Pupils
Students should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the ~~bus~~ driver. Students shall not shout at passersby. Pupils should instantly obey any command or suggestions from the driver and/or their assistants.

A student may be denied transportation upon a showing of good cause as described in Policy 8140 Student Conduct on Vehicles.

Responsibilities – Parents
The transportation program values parents' interest. Parents' efforts towards making each trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the transportation stop in sufficient time to efficiently meet the vehicle.
2. Properly prepare students for weather conditions
3. Encourage transportation safety at home. Teach students about safe vehicle related behavior, including its importance.

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

If the vehicle and driver are present, the driver is responsible for the safety of their passengers, particularly for those who must cross a roadway prior to loading or after leaving the vehicle. Except in emergencies, no driver shall order or allow a student to board or disembark anywhere

other than their assigned stop unless authorized by the Superintendent. In order to assure the safety of all, the ~~bus~~ driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather
The Board recognizes the unpredictability of Idaho weather and resulting dangers. To achieve maximum safety for students and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of vehicles, the cancellation of transportation routes and the closing of school in accordance with their best judgment.

Drivers should regularly submit information on unsafe roads or other conditions.

The Board may develop guidelines in cooperation with the Superintendent to assist them in making such decisions.

Cross Reference:
2210 School Closure
2210p School Closure
8100 Transportation
8110 Safety Busing
8140 Student Conduct on Buses
Legal Reference:
I.C. 33-1501 Transportation Authorized
I.C. 33-1502 Bus Routes—Non-transportation zones
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School Related Events
I.C. 33-512 District Trustees – Governance of Schools
IC 49-1422 Overtaking and Passing a School Bus
IC 49-660 Stopping, Standing or Parking Prohibited in Specified Places
IC 49-915 School Buses – Visual Signal
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/
Other Reference:
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 12/11/17, 9/2021, 11/2023, 9/2024, 12/2025

Transportation of Students with Disabilities 8130

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

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

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

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact transportation scheduling. In such situations, other arrangements such as an alternate vehicle typer or individual transportation contract may be arranged with the parents/guardians. Any voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference:

3340 Corrective Actions and Punishment
8140 Student Conduct on Buses

Legal Reference:

IC 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
IDAPA 08.02.03.109 Special Education

Other References:

Idaho State Department of Education Idaho Special Education Manual, current edition
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:

Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 2/13/08, 12/11/17, 9/2018, 9/2024, 1/2026

Student Conduct on Buses 8140

Student transportation is another component in the District's overall education program. An effective student transportation management program must have the support of the District's administration, the District's drivers, students, and parents/guardians.

The District shall institute a comprehensive student-management program that is designed to share the responsibility for student safety and well-being as well as protect the interests of all others involved in the program.

Students who make use of District-provided transportation shall have a duty and responsibility to follow the rules laid out in this policy and any additional rules set by their driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

Students are expected to follow the same behavioral standards while riding school district vehicles as are expected on school property or at school activities, functions or events, and additional specific transportation safety rules. All school rules are in effect while a student is riding a district vehicle or at a school transportation stop.

The Superintendent shall establish written rules of conduct for students riding in school vehicles. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students using District transportation shall be provided to students at the beginning of the year. The classroom teacher and driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The driver shall be responsible for enforcing the rules and shall work closely with the parent and building principal to correct student behavior. The rules shall include consistent consequences for student misbehavior.

Due Process

The student and parent/guardian of the student shall receive notice of inappropriate conduct and have the opportunity to address the conduct with school personnel. Recommendations for temporary or permanent termination of transportation privileges will be referred to the Superintendent or their designee for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate transportation privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose transportation privileges are being revoked.

Discipline of Students with Disabilities

1. If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regards to the student and transportation. The implications of a suspension from District transportation

depend on whether transportation is identified on the student's IEP
2. If District transportation is on the IEP, a suspension from the vehicle would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary
3. If District transportation is not on the IEP, a suspension from the vehicle would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the District tranpsortation.

Cross Reference:
3330 Student Discipline
8120 Bus Routes, Stops, and Non-Transportation Zones
8130 Transportation of Students with Disabilities

Legal Reference:
I.C. 33-1501 Transportation authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-205 Denial of school attendance
I.C. 33-512 District Trustees – Governance of Schools
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events

Other References
Idaho State Department of Education – Standards for Idaho School Buses and Operations
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 9/2024
Revised on: 2/13/08, 12/11/17, 9/2018, 5/2025, 1/2026

Bus Rules 8140P

PROCEDURE:

Students must have a strong sense of responsibility for the safety of themselves and others. They must be respectful at all times of the Bus Driver and other passengers. Students should follow the driver's suggestions promptly. It is necessary to treat others and equipment with respect and refrain from boisterous activities while on the bus.

The following bus rules and discipline procedure have been established and will be enforced. Additional rules may be included if deemed necessary. Please remember, these Bus Rules are specifically for the health and safety of you, your classmates and others.

1. FOLLOW ALL DIRECTIONS OF THE BUS DRIVER PROMPTLY
2. You may approach the bus only after it has completely stopped and the driver motions you forward
3. You must remain seated while bus is moving
4. No fighting, no loud noise, no profanities, and no obscene gestures. You must be courteous to all persons at all times, and keep your hands, feet, and objects to yourself
5. Keep head, hands, feet, and all other objects inside the bus
6. Throwing any objects within the bus or out of the windows is prohibited
7. Not allowed on buses at any time are: Smoke and flame producing objects or animals (dead or alive), firearms, tobacco products, or other controlled substances
8. Food and drink on the bus by permission only
9. Students who are not assigned on a bus will not be transported without prearranged permission from the Principal
10. Students will not be allowed to exit the bus at any location other than their regular bus stop without prearranged permission from the Principal

DISCIPLINE PROCEDURE

Students who are transported to and from school in district-owned vehicles are charged with the responsibility of conducting themselves in accordance with rules, regulations, and policies adopted by the Challis Joint School District Board of Trustees, Idaho State Board of Education, and State of Idaho. Drivers will verbally warn students and give directions to students for compliance with bus safety rules as a preventative measure when appropriate. When, in the opinion of the bus driver, a student fails to heed verbal warnings and violates these rules, regulations, or policies; the following procedures will be implemented.

STEP 1 (FIRST CITATION)

In any instance where the bus driver feels that a student has displayed unacceptable behavior while being transported, the driver will prepare a citation. If approved by the Transportation Supervisor, the citation copies are distributed to: the appropriate principal, the parents, bus driver, and Transportation Supervisor, who will notify the student's parents that any further violations will result in immediate suspension of their bus privileges.

STEP 2 (SECOND CITATION)

If, in the driver's opinion, a student violates rules, regulations, and policies governing conduct a second time during the same school year, the driver will issue a second citation. If approved by the Transportation Supervisor, the second citation serves as a revocation of the student's bus privileges for one week. The Transportation Supervisor will contact the parents to confirm the suspension and arrange a meeting with Parent(s), student, bus driver, and principal to establish a student behavior plan before student returns to the bus During the week-long suspension

period the student's parents will be responsible for transporting their child to and from school. If contact cannot be made with the parents, transportation services will continue until contact is made.

STEP 3 (THIRD CITATION)
If the student's behavior violates established rules of conduct a third time, the driver will issue a third citation. If approved by the Transportation Supervisor, a third citation will be reported to the Superintendent of Schools, who will investigate and, if confirmed, recommend to the Board of Trustees that the student's transportation privileges be revoked for the remainder of the school year.

SEVERE CLAUSES:
Behavior that endangers the safety and welfare of others will be treated as the second citation. Some examples are, but not limited to:

- Open defiance of bus driver
- Physical endangerment to others (fighting, shoving, etc.)
- Vandalism or property destruction
- Flame or smoke producing objects

GUIDELINES:

- As a preventative measure drivers will verbally warn students about behaviors and situations that could result in a citation and solicit the support of parents/guardians.
- Prior to issuing a written citation, the driver will explain the reason for the citation and offer the student an opportunity to explain their actions.
- Should the student or the student's parents wish to appeal the bus driver's action at any step, they may request a formal hearing with the principal, the transportation director, and the bus driver. The decision of this hearing may be appealed to the Superintendent of Schools and the Board of Trustees.
- Any absences as a result of denial of transportation due to the above policy will be considered unexcused.
- A student is allowed only three (3) citations on any of the district's transportation in one school year. This includes school buses, field trip buses, activity buses, or any district-owned vehicle.
- A citation received in the final week of school is considered the first citation of the following school year.

A transportation discipline referral sheet will be developed for use by the administration.

Procedure History:
Reviewed on: 9/2018
Revised on: 12/11/17, 9/2018, 9/2024

Unauthorized School Bus Entry 8150

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

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

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

Legal Reference:
I.C. 33-1522 Unauthorized School Bus Entry—Notice
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 9/2024
Revised on: 12/11/17

Contracting for Transportation Services 8160

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in the current form developed by the State Department of Education.

The District may attach addenda to the model contract. Such addenda shall be submitted to the State Superintendent for review and approval. If the State Superintendent rejects the addenda or requires that changes be made to them, the Board may appeal to the State Board of Education.

The contract shall be in effect for not more than five years, with the exception of contracts that receive federal funding pursuant to the federal Clean School Bus Program, which may exceed five years but shall not be in effect for more than ten years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid was made by the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a contract to do faithful and conscientious work to promptly fulfill the contract according to the letter and spirit. References may be contacted.

Legal Reference:
I.C. 33-1501 Transportation authorized
I.C. 33-1510 Contracts for transportation service
42 U.S.C. 16091 Clean School Bus Program
IDAPA 08.02.02.190.05 Contract for Transportation Services

Other References
Idaho State Department of Education – Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 9/2024
Revised on: 12/11/17, 9/2018, 7/2020, 7/2022, 5/2025

District-Owned Vehicles 8170

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

Use of private cars for official school business must be approved in advance by the Superintendent of Schools or designee. District mileage payments are based on the amount designated by the Controller of the State of Idaho for state employees. Employees choosing to use their private vehicle when a district vehicle is available, will be paid one-half the district rate, unless space is available in a district or reimbursed private vehicle going to the same event.

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

Bus and Vehicle Maintenance, District
Vehicles used in the District's transportation program shall be in safe and legal operating condition. All school buses shall conform to standards of construction prescribed by the State Board of Education, and all vehicles used to transport students shall be subject to inspections as required by law.

Drivers shall ensure the safe condition of vehicles used to transport students by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspections forms. At minimum, the pre-trip inspection shall ensure that all safety equipment, such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the vehicle, and reporting any vehicle defects.

All other District vehicles shall be maintained following established programs as developed by the Superintendent or designee.

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

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

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

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

Health and Safety Protocols of District-Owned Vehicles
All users of vehicles owned and maintained by the District shall adhere to the cleaning and disinfection protocols outlined by the District.

Legal Reference:
I.C. 33-1501 Transportation authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
IDAPA 08.02.02.160 Maintenance Standards and Inspections Standards for Idaho School Buses and Operations
Other References
10.2.6 Idaho Commercial Drivers License Manual
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 1/2025, 2/2026
Revised on: 2/13/08, 12/11/17, 9/2018, 9/2020, 1/2024, 9/2024, 5/2025, 1/2026

District – Owned Vehicles 8170p

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment or personal vehicles for official District purposes.

District Vehicles and Equipment

Authorization for Use

Challis Joint School District employees shall operate District owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment.
2. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The District may verify the employee's license status by checking motor vehicle records.
3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner.
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment.
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use.
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle.
5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating District vehicles or equipment.
6. Refrain from operating any District vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment.
7. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure.
8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required.
9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change.
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor.

11. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit.
12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them.
13. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes.
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others.
5. Any negligent use of District owned vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Callout

In specific instances, the Superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to respond more quickly to emergencies. Which employees are assigned to keep a vehicle at their residence may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of District property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

Challis Joint School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment:

1. All accidents, collisions, or vandalism (herein collectively referred to as “accidents”) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action.

2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination.
4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment.
5. All accidents shall be investigated by a designated District Safety Coordinator or their designee.
6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed $1,000 shall be reviewed by the Safety Committee.
7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
    a. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer the Committee's questions.
    b. The Committee shall inform the driver of their findings in a timely manner.
    c. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.
8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
    a. If the accident was non-preventable, a statement to that effect shall be included in the employee’s personnel file and no disciplinary action will be recommended.
    b. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
9. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor’s supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions
"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.
"Vehicle" for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.

Legal References
I.C. 33-1506 Inspection of School Buses
IDAPA 08.02.02.160 Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

Other References
10.2.6 Idaho Commercial Driver’s License Manual

Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations

Policy History:
Adopted on: 5/2025
Reviewed on:
Revised on:

Driver Training and Responsibility 8180

The District and its drivers who transport students shall meet all operations and performance requirements in conformity with law and with the rules and regulations of the Department of Law Enforcement and the State Board of Education.

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

Drivers shall establish an appropriate rapport with students. Drivers should be aware that they represent the District and should present a positive image in dress, language, and manner.

Employees for CDL Travel

Each driver of a District vehicle used to transport students shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be over 18 years of age.
2. Be of good moral character.
3. Not be addicted to the use of intoxicants or narcotics.
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin- dependent diabetes mellitus issued by the State Department of Education.
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code 33-1509.

When a teacher, coach or other certificated staff member is assigned to accompany students on a vehicle, such person shall be primarily responsible for the behavior of the students in their charge. The driver shall have final authority and responsibility for the vehicle. The Superintendent shall establish written procedures for drivers who transport students in District vehicles.

Training

New School Bus Drivers: All new school bus drivers shall complete a school bus training program previously approved by the Superintendent or the transportation director. They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training.

Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students.

The District may choose to make use of the classroom and behind-the-wheel training methods and resources developed by the State Department of Education.

Experienced School Bus Drivers: All experienced school bus drivers shall complete at least ten hours refresher school bus driver training each fiscal year; at least three hours of pre-service training shall be completed before school begins in the fall. Experienced bus drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The District shall document that each experienced bus driver has attended these sessions.

School Bus Drivers with Experience with a Previous Employer: Upon hiring a bus driver with previous experience, the District or the transportation provider it contracts with shall request documentation of all of their previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver's Model Board Policy Manual ISBA Policy Management Console License licensing requirements.

Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the District or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the District or contractor is unable to obtain documentation of previous school bus driver training, the driver shall complete the training requirements for new school bus drivers.

<u>Employees for Non-CDL Travel</u>
Each driver must be an employee of the District and shall meet the qualifications established by the Board of Trustees, with input from the Superintendent and Transportation Director, including, but not limited to the following:

1. Over 18 years of age.
2. Be of good moral character.
3. Not be addicted to the use of intoxicants or narcotics.
4. Possess a valid and appropriate driver's license and other endorsements required by law, and, if applicable, a waiver for insulin- dependent diabetes mellitus issued by the State Department of Education.
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the state department of education as provided in Idaho Code 33-1509.
6. Prior to the first time driving the following must be completed
    a. Driving record check.
    b. Pre-trip and driver training checklist.
    c. Pre-employment drug test.
7. Subject to random drug tests and drug testing within 48 hours of an accident.

<u>Other Stipulations</u>

1. Complete a Student Off-Campus Travel form prior to each trip.
2. Accommodation for Friday and Saturday travel will be made between the

Transportation Director and driver.

3. Payment for drivers will be Category 2, Step 1 of the Classified schedule at the transportation hourly chart rate.
4. Drivers will be issued a Comdata card for gas purchase, receipts must be submitted to the Transportation Director whenever the card is used.
5. Bus must be cleaned and returned in condition received prior to trip.
6. All occupants on buses must wear seatbelts during travel.

Every attempt will be made to alternate the bus between activities in a fair and appropriate manner.

Legal Reference:
FMCSA 382.105 Testing Procedures
I.C. 33-1501 Transportation authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1508 Operation of School Buses
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 49-105 Definition – Drivers Licenses
I.C. 49-648 Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
I.C. 49-649 Compliance with Stopping Requirement at All Railroad Grade Crossings
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Other References
Idaho State Department of Education – Idaho's School Bus Drivers Training – Behind the Wheel Curriculum
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 12/12/05, 12/11/17, 9/2018, 9/2024, 12/2024, 5/2025, 1/2026

Driver Training and Responsibility – Responsibilities When Operating the School Bus **8180p**

Bus drivers shall comply with the following requirements when operating any school bus for the District.

1. Buses should not be driven in reverse unless absolutely necessary. Drivers shall not back a bus to turn around on a public roadway unless the Board of Trustees has determined, when approving the District bus routes, that there is no alternative. In such cases, the Board shall pass a motion declaring that backing of school buses in such cases is permitted.
2. Bus doors shall remain closed while the bus is in motion.
3. The driver shall not allow guns or flammable or explosive substances, such as gasoline, to be brought onto a school bus.
4. Drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. The District shall ensure all school bus drivers are trained on homeland security awareness.
5. No school bus shall start moving before all passengers have been seated, and no student may stand when the bus is in motion. The driver shall require each passenger on the bus to be seated in a passenger seat.
6. All school and activity buses shall stop at all railroad grade crossings as required by law.
7. Drivers shall never drive in excess of the speed limit or in excess of 65 miles per hour.
8. Drivers shall not leave an occupied bus. In the event of a bus breakdown, the driver shall request assistance via two-way communication whenever possible. If two-way communication is not possible, the driver shall:
    a. Ask a passing motorist to make contact with the District;
    b. Send a school bus aide to seek help;
    c. Send at least two responsible students to make contact with the District; or
    d. Wait for help.
9. Before leaving the driver's seat of an occupied bus or leaving an unoccupied bus, they shall first shut off the motor, curb the wheels (if applicable), set the brakes, and remove the ignition key.
10. No passenger shall be permitted to operate the school bus.
11. School bus drivers shall properly wear a seat belt whenever the bus is in motion.
12. If a student must cross a roadway to back a bus or to return home after exiting, the driver shall require the student to cross 12 feet in front of the bus in accordance with the state loading and unloading training curriculum. The driver should signal this with eye contact and by giving one wave with an open palm and with their fingers together. The driver shall use a long steady blast of the horn to signal danger.
13. Drivers shall report the license number of any vehicle which violates any law endangering school children to their immediate supervisor.

Legal Reference:
FMCSA 382.105 Testing Procedures
I.C. 33-1508 Operation of School Buses
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 49-105 Definition – Drivers Licenses
I.C. 49-648 Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
I.C. 49-649 Compliance with Stopping Requirement at All Railroad Grade Crossings

IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation

Other References
Idaho State Department of Education – Idaho's School Bus Drivers Training – Behind the Wheel Curriculum
Idaho State Department of Education - Idaho's School Bus Driver Training - Classroom Curriculum
Idaho State Department of Education – Standards for Idaho Buses and Operations

Policy History:
Adopted on: 5/2025
Reviewed on:
Revised on:

Use of Wireless Communication Devices by Bus Drivers 8185

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

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

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

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver students – home to school, school to school, school to home and on activity trips. A driver who transports students in District vehicle is prohibited from operating the vehicle while using a wireless electronic device, except:

1. During an emergency situation.
2. To call for assistance if there is a mechanical breakdown or other mechanical problem.
3. Where a cellular telephone is owned by the School District and used as a digital two-way radio
4. When the vehicle is parked.

Drivers may not use any wireless communications device, regardless of whether it is a hands-free device, unless there is an emergency situation. Drivers shall under no circumstances place or receive communications unrelated to district business while on duty.

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

Legal Reference:
49 CFR 392.82 Wireless Communication Devices
I.C. 33-1501 Transportation authorized
I.C. 33-1506 Inspection of School Authorized Vehicles
I.C. 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. 33-1006 Transportation Support Program
I.C. 33-1504 Authorized Vehicles
I.C. 33-1515 Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
Other References
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 7/11/05
Reviewed on: 9/2018, 9/2024
Revised on: 12/11/17, 9/2018. 1/2026

Emergencies Involving Transportation Vehicles 8190

The Superintendent shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of adhering to their preselected route. This instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops.
2. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in in the location and operation of all emergency exits.
3. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in:
    A. Safe riding practices, rules, and procedures.
    B. The location and operation of emergency exits.

School Bus Emergency Plan

The Superintendent or their designee shall develop an emergency procedure to be followed in the event of an accident or other emergency. The District shall seek participation of local emergency personnel in developing the plan.

When such an accident or other emergency occurs, the bus driver shall follow this procedure. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

Evacuation of Bus

Each bus route shall have a written emergency evacuation plan. Each plan should reflect each student's ability to evacuate and assist others.

All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters.
At least once during each school semester, students should participate in supervised and timed emergency evacuation drills.

The District will make every reasonably effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus. Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a child's participation would present a health risk, the Superintendent or their designee shall inform the student's parent/guardian of the barriers to participation. The District shall seek the help of school liaisons, parents/guardians, and other District personnel in training students and staff on the emergency plan, including how to exit the bus without the use of any mobility device or equipment that would be unavailable in the event of an emergency evacuation.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the following items are prohibited I the passenger compartment of any bus used for regular or extracurricular transportation:

1. Sports equipment, large musical instruments, luggage, coolers, or any other items too large to fit on the student's lap.
2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket.
3. Any item prohibited on school grounds by District policy or applicable rules.

Students shall not bring any object onto the bus that does not meet these requirements. Also, students shall not bring any hazardous materials or objects or animals onto the bus, except that service animals are permitted in accordance with Policy 2375 Service Animals in School.

The Superintendent may issue additional rules limiting the size or number of items riders may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

Cross References:
2375 Service Animals in Schools

Reference:
Federal Highway Safety Guideline 17
Idaho State Department of Education – Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 2/13/08
Reviewed on: 9/2018
Revised on: 12/11/17, 9/2018, 9/2024, 5/2025

District Vehicle Idling 8195

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or District vehicle idling emits pollutants, wastes fuel, and wastes financial resources. Reduced idling will reduce student transportation costs and improve air quality.

The Board directs bus drivers to give consideration to engine idling during extended wait times.

District Vehicle Idling Times

1. Any bus that is equipped with an auxiliary heater shall use the heater to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather.
2. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions.
3. The school bus should not be restarted until it is ready to depart
4. School buses should not idle, on or off school grounds, for longer than five minutes except during passenger stops and pre-trip inspections. Allowing engines to idle for more than three minutes may cause the District to lose funding for purchasing fuel. Consideration should be given to varying climate conditions.

**All District vehicles should follow the above guidelines as applicable.

Reference:
Idaho State Department of Education - Standards for Idaho School Buses and Operations

Policy History:
Adopted on:
Reviewed on: 9/2018, 9/2024
Revised on: 12/11/17, 9/2018, 6/2025

Local School Wellness 8200

The Healthy, Hunger-Free Kids Act of 2010 requires that the parents, students, District staff, administrators, Trustees, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy.

It is the goal of the Challis School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process.
The Challis School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

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

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

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

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA’s National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school mealtimes.
2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores.
3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools.

Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the

school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.

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

1. Draft and regularly distribute a wellness newsletter for students and parents
2. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them
3. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services
4. Provide 30 minutes of physical education per week to elementary students and 120 minutes per week to middle school students
5. Offer a recognition or reward program for students who exhibit healthy behaviors
6. Start a walking or physical activity club at each school
7. Offer after school physical activity programs
8. Ensure students have access to hand-washing facilities prior to meals
9. Annually evaluate the marketing and promotion of the school meal program
10. Share school meal nutrition information with students and families
11. Offer students taste-testing or menu planning opportunities
12. Participate in Farm to School activities and/or have a school garden
13. Advertise and promote nutritious foods and beverages on school grounds
14. Offer nutritious foods and beverages at lower prices than other foods and beverages
15. Offer fruits or non-fried vegetables everywhere foods are sold
16. Use student feedback to improve the quality of the school meal programs;
17. Offer a staff wellness program;
18. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
19. Participate in community partnerships to support wellness programs, projects, events, or activities

Nutrition Standards

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

Community Participation

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

The Superintendent shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

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

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

Record Retention

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

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

Monitoring Compliance

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

Cross Reference:
2310 Nutrition Education
4175 Required Annual Notices
8230 Nutrition Standards

Legal Reference:
P.L. 108-265 The Child Nutrition and WIC Reauthorization Act of 2004
42 USC § 1758b Local School Wellness Policy
42 USC § 1771 et seq. Child Nutrition Act of 1966
42 USC § 1751 et seq. National School Lunch Act
7 CFR §§ 210 & 220 Nutrition School Lunch and School Breakfast Programs: Final Rule
7 CFR § 210.30 School Nutrition Professional Standards

Other References:
Idaho Wellness Policy Progress Report, Idaho State Department of Education
Implementation and Monitoring Plan, Idaho State Department of Education
Wellness Policy Guidelines - Elements of Implementation for Final Rule,
Idaho State Department of Education
http://www.sde.idaho.gov/cnp/sch-mp/snacks.html

Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 12/11/2017, 9/2018, 5/2020, 7/2020, 9/2022, 11/2023, 9/2024

District Nutrition Committee 8210

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

Following initial development, the committee will meet a minimum of 2 times annually for continued assessment.

Committee membership will consist of:

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

Appointments to the committee will be made by the Board Chair.

Development

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

Monitoring

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

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

The Superintendent or designee will develop a summary report every three years on District-wide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the District.

Legal Reference:

P.L. 108-265, The Child Nutrition and WIC Reauthorization Act of 2004
42 USC 1758b, Local School Wellness Policy
42 USC 1771 et seq. Child Nutrition Act of 1966
42 USC 1751 et seq. National School Lunch Act

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

Policy History:
Adopted on:
Reviewed on: 9/2018, 11/2024
Revised on: 12/11/17, 9/2018, 5/2020, 11/2023

Food Services 8220

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing, and nutritious meals for children in the District's schools. Because of potential liability to the District, the food services program shall not accept donations of food without the approval of the Board and the appropriate agency, such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all State and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

Community Involvement

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District's website.

United States Department of Agriculture Foods

The District shall use USDA foods made available under the Federal Food Distribution Program for school meals.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the District's responsibility to operate a food service program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. The District may work with the School Nutrition Association for such professional development offerings.

Free and Reduced-Price Food Services

The District shall provide free and reduced-price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). The District shall inform parents of the eligibility standards for free or reduced-price meals. The identity of students receiving free or reduced-price meals will be confidential in accordance with the guidelines for the NSLP and SBP. A parent has the right to appeal any decision with respect to their application for free or reduced-price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Summer Food Service Program

If more than 50 percent of a school's students are eligible for free or reduced-price school meals, that school may sponsor the Summer Food Service Program.

Legal Reference:
42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210.12 Student, Parent, and Community Involvement
Policy History:
Adopted on:
Reviewed on: 9/2018, 11/2024
Revised on: 12/11/2017, 9/2018, 11/2023

Nutrition Standards 8230

The District shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items.

Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

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

Calorie Range: Schools shall ensure the meals offered to children comply with USDA calorie levels
Trans Fat: Schools shall eliminate foods containing trans-fat on the nutrition label
Whole Grains: All grain offerings shall be whole grain rich
Fruits and Vegetables: Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible
Milk: Schools shall offer fat-free and low-fat (1%) unflavored milk at all points of service. School may not sell 2% and whole milk. Flavored milk offerings must be low-fat or fat-free milk
Water: Schools shall make water available to students during meal service free of charge
Legumes: Schools shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups
Sodium: Schools shall limit sodium to meet NSLP and SBP standards
Condiments: Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments

Cross Reference:
2305 Nutrition Services
8250 Guidelines for Food and Beverages Sales
Legal Reference:
42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210 & 220 Nutrition School Lunch and School Breakfast Programs: Final Rule

Policy History:
Adopted on:
Reviewed on: 9/2018, 6/2019, 11/2023, 11/2024
Revised on: 12/11/17, 9/2018, 6/19, 5/2020

Water Consumption/Water Bottle Policy 8235

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather.

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

Water Bottle Policy

When students bring water bottles for use during school:

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

Legal Reference
7 CFR § 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks

Policy History:
Adopted on:
Reviewed on: 9/2018, 11/2023
Revised on: 12/11/17, 9/2018, 5/2020, 9/2020, 11/2024

School Meals 8240

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

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools regulations, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich
2. The meals served will be appealing and attractive to children
3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales

Breakfast

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

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

Lunchroom Climate

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

Mealtimes and Scheduling Recommendations

District schools, to the greatest extent possible, should:

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

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

Policy History:
Adopted on:
Reviewed on: 11/2023, 11/2024
Revised on: 12/11/2017, 9/2018

Unpaid School Meal Charges 8245

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

Students will be allowed a $25 negative balance on their account at a time unless other arrangements have been made with the food services director. Parents will receive written notice and/or verbal notice indicating overdue charges. Parents will be contacted via certified mail, or personal contact by district personnel once this balance is over $25.
If past charges, exceeding fifty dollars ($50) are not paid in full within three (3) months of charges being made, all charges will be turned over to a licensed collection agency. The food service director will outline specific processes for this procedure.

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

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

1. Evidence of efforts to collect unpaid meal charges in accordance with this policy
2. Evidence the collection efforts fell within the timeframe and methods established by this policy
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources

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

Other Reference:
2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture
Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture
SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture
Legal Reference:
SP 46-2016 Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Cross Reference:
4175 Required Annual Notices
Policy History:
Adopted on:
Reviewed on: 9/2022, 11/2023, 11/2024
Revised on: 12/11/2017, 9/2018, 7/2020, 12/2022

Teacher to Student Incentive 8270

Children learn preferences for foods made available to them, including those that are unhealthy. There are many disadvantages to using food as a reward:

1. It undermines nutrition education being taught in the school environment
2. It encourages over-consumption of foods high in added sugar and fat
3. It teaches children to eat when they're not hungry as a reward to themselves

Teachers are encouraged to consider non-food items as teacher to student incentives. Should teachers decide to use food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

The following are zero-cost alternatives to using food as a reward:

1. Sit by friends
2. Watch a video
3. Read outdoors
4. Teach the class
5. Have extra art time
6. Enjoy class outdoors
7. Have an extra recess
8. Play a computer game
9. Read to a younger class
10. Get a no homework pass
11. Make deliveries to the office
12. Listen to music while working
13. Play a favorite game or puzzle
14. Earn play money for privileges
15. Walk with a teacher during lunch
16. Eat lunch outdoors with the class
17. Be a helper in another classroom
18. Eat lunch with a teacher or principal
19. Dance to favorite music in the classroom
20. Get "free choice" time at the end of the day
21. Listen with a headset to a book on audiotape
22. Have a teacher read a special book to the class

The following are low-cost alternatives to using food as a reward:

1. Select a paperback book
2. Enter a drawing for donated prizes
3. Take a trip to the treasure box stocked with non-food items
4. Get stickers, pencils, and other school supplies
5. Get a set of flash cards printed from a computer
6. Receive a "mystery pack" including items such as a notepad, folder, sports card, etc.

Policy History:
Adopted on:
Reviewed on: 11/2023
Revised on: 12/11/17, 9/2018, 11/2024

Emergency and Disaster Preparedness 8300

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

Development of Crisis Management Plan

The District will develop and maintain an emergency operations plan to act as a guide for District Trustees, administration, staff, students, parents/guardians, and community members to address potential crises in the District. The Board directs the Superintendent to ensure that each District school develops its own emergency operations plan. These plans shall be exempt from disclosure under public records laws, as described in IC 74-105.

The emergency operations plan will provide direction for the District and for each site, to use prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. They shall coordinate with school staff and local emergency response agencies in developing these plans. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The emergency operations plan will be reviewed annually by the Crisis Management Committee, which shall include representatives of principals and site managers.

Each principal and site manager shall receive a copy of the emergency operations plan and shall provide in-service training on plan implementation. This training shall be provided annually for every employee and to new employees upon hiring.

The District emergency operations plan serves as the foundation for the development of individual site and program plans.

Cross Reference:
8520 Inspection of School Facilities
Legal Reference:
IC 33-512 District Trustees – Governance of Schools
IDAPA 08.02.03.160 Safe Environment and Discipline
Policy History:
Adopted on:
Reviewed on: 9/2018, 1/2024, 1/2025, 2/2026
Revised on: 12/11/17, 9/2018, 5/2020, 8/2025

Emergency and Disaster Preparedness Procedure 8300P1

The District has developed procedures for dealing with existing and potential student and school crises. These plans provide an organized approach to helping students. They provide direction to staff members on when and how to refer a student for help. They provide an approach to collaborative decision-making in dangerous and stressful situations. An important component of these plans is a set of inter-agency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District.
The emergency response plans may include crisis response procedures and critical incident procedures. Crisis response procedures guide staff in responding to more frequently occurring crises, such as deaths of students or teachers and other traumatic events. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses.

The crisis team helps administrators:
1. Gather information
2. Establish communication with families
3. Disseminate accurate information to faculty and students
4. Intervene directly with students most likely to be affected
5. Increase the available supportive counseling for students and staff
6. Guide students in appropriate ways to commemorate the deceased

Critical incident procedures help District personnel handle potentially dangerous events such as a natural disaster or an armed intruder in a school. These procedures shall emphasize a coordinated interagency approach. A plan has been established in all school buildings to provide a uniform method of warning staff and students of high-risk situations involving imminent, potentially life-threatening danger.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator or person in charge.

Possible Hazards in Idaho
The emergency operations plans should address a range of events and hazards caused by nature or humans, such as:
1. Severe weather
2. Bus crashes
3. Bomb threats
4. Student or staff deaths
5. Chemical or hazardous material spills
6. Fire
7. School shootings
8. Medical emergencies
9. Acts of terror or war
10. Natural disasters such as earthquakes, tornados, floods, and volcanic eruptions

The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plans.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented, and maintained by all schools, District facilities, and school buses, and that:

1. Each school's plan be developed in coordination with local school staff and emergency response agencies.
2. Each school's plan comply the Idaho School Safety and Security Advisory Board's guidance.
3. All employees be trained annually on the emergency operations plans and procedures to be followed at their work site to ensure their safety and the safety of others. This training shall comply with the guidelines set by the Idaho School Safety and security Advisory Board.
4. Students and employees practice the emergency procedures implemented at their school or work site.
5. Parents be advised of the emergency procedures developed at the school their child attends by September 30 of each year.
6. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order.
7. Each school's plan be reviewed annually by the building principal. The building principal shall work with school staff and emergency response agencies to update and make other changes to these plans when needed.
8. Inservice training on plan implementation shall be provided annually for every employee and to new employees upon hiring.
9. This policy will be reviewed annually.

Sequence of Crisis Management

The Crisis Management Plan should include the sequences of managing a disaster. Those sequences are as follows:

1. Mitigation and Prevention addresses what schools and the District can do to reduce risk to life and property.
2. Preparedness focuses on the process of planning for the worst-case scenario.
3. Response is devoted to the steps to take during a crisis.
4. Recovery deals with how to restore the learning and teaching environment after a crisis.

Mitigation and Prevention

The goal of mitigation is to decrease the need for response rather than simply increasing response capability:

1. Connect with community emergency responders to identify local hazards.
2. Review the last safety audit to examine school buildings and grounds.
3. Determine who is responsible for overseeing violence prevention strategies in each school.
4. Encourage staff to provide input and feedback during the crisis planning process.
5. Review incident data
6. Identify any major problems in your school with regard to student crime and violence.
7. Assess how the school addresses these problems.
8. Conduct an assessment to determine how these problems, as well as others, may impact the District's vulnerability to different types of crises.

Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

1. Determine what crisis plans exist in the District, school, and community.

2. Identify all stakeholders involved in crisis planning.
3. Develop procedures for communicating with staff, students, families, and the media.
4. Establish procedures to account for students during a crisis.
5. Gather information about the school facility, such as maps and the location of utility shutoffs.
6. Identify the equipment that needs to be gathered to assist staff in a crisis

Response

A crisis is the time to follow the crisis plan and make use of the District's and school's preparations.

1. Determine if a crisis is occurring.
2. Identify the type of crisis that is occurring and determine the appropriate response.
3. Activate the incident management system.
4. Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in- place needs to be implemented.
5. Maintain communication among all relevant staff at officially designated locations.
6. Establish what information needs to be communicated to staff, students, families, and the community.
7. Monitor how emergency first aid is being administered to the injured.
8. Decide if more equipment and supplies are needed.

Recovery

Recovery is the effort to return to learning and restore the infrastructure as quickly as possible.

1. Restore the physical plant as well as the school community.
2. Monitor how staff are assessing students for the emotional impact of the crisis.
3. Identify what follow up interventions are available to students, staff, and first responders.
4. Conduct debriefings with staff and first responders.
5. Assess curricular activities that address the crisis.
6. Allocate appropriate time for recovery.
7. Plan how anniversaries of events will be commemorated.
8. Capture "lessons learned" and incorporate them into revisions and trainings.

Define Roles and Responsibilities

The emergency response plan shall define what should happen, when, and at whose direction during an emergency. School staff should be assigned to the following roles:

1. School commander
2. Liaison to emergency responders
3. Student caregivers
4. Security officers
5. Medical staff
6. Spokesperson

The District will work with law enforcement officers and emergency responders to identify crises that require an outside agency to manage the scene, such as fires, bomb threats, and hostage situations.

Cross Reference:
8520 Inspection of School Facilities
Legal Reference:
IC 33-512 District Trustees – Governance of Schools

IDAPA 08.02.03.160 Safe Environment and Discipline
Procedure History:
Promulgated on:
Reviewed on: 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018, 1/2024, 8/2025

Explosion or Fallen Aircraft Procedure 8300P2

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) near a school or District building, take the following actions:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the District Office. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded or when told to leave by District or building officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist people with handicaps in exiting the building. Do not panic or create panic in others.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. Do not return to an evacuated building unless told to do so by a District or building official.

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/17, 9/2018

Hazardous Material Spill 8300P3

Hazardous chemicals may be utilized within the District in various locations. Tractor trailers or contractors traveling on District property may have hazardous chemicals that may threaten the environment of the District property in the event of a spill. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spill of hazardous chemicals or radioactive materials will be reported immediately to the building principal and District office
2. When reporting, be specific about the material involved and approximate quantities. The building principal will initiate the appropriate hazardous material response teams to effectively clean up the spill
3. The Emergency Coordinator on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of the Building Principal. At no time should someone re-enter an area that has already been evacuated
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/17, 9/2018

Bomb Threat 8300P4

1. If you observe a suspicious object or potential bomb on District property, DO NOT HANDLE THE OBJECT! Clear the area immediately and call the building principal
2. Any person receiving a phone call bomb threat should attempt to ask the caller:
   a) When is the bomb going to explode?
   b) Where is the bomb located?
   c) What kind of bomb is it?
   d) What does it look like?
   e) Why did you place the bomb?
   f) What is your name?

Normally the caller will not answer these questions but may make comments. During this time the person answering the phone should attempt to listen to background noises, qualities of the voice of the caller, or any information that may be gathered from noises or sounds heard during the conversation.

1. Keep talking to the caller as long as possible and record the following:
   a) Time of call
   b) Age and sex of caller
   c) Speech pattern, accent, possible nationality, etc.
   d) Emotional state of caller
   e) Background noise

2. AFTER THE CALL, IMMEDIATELY DIAL *69. IF THE CALLER'S NUMBER IS AVAILABLE, YOU WILL NEED TO NOTE THE NUMBER AND REPORT IT TO THE BUILDING PRINCIPAL.

3. Report the incident immediately to the building principal. The building principal will notify the Superintendent. A decision will be made as to whether the building or area will be evacuated.

4. **Building or Buildings Not Evacuated:** The Superintendent or designee may lead a search of the area. Employees in the affected area may be asked to assist in identifying items or conducting a brief search under the direction of the building principal.

5. **Building or Buildings Evacuated:** Once a decision is made by a building or District official to evacuate the building, relay information directing others to evacuate the building. After your responsibilities are complete, calmly evacuate the building. Once outside, stay away from buildings, vehicles, and trash containers.

Procedure History:
Promulgated on:
Reviewed on: 1/2025, 2/2026
Revised on: 12/11/17, 9/2018, 1/2024

Bomb Threat Report Form

8300P4F

Time call received:_____ Date:_____

Exact words of person making the call:_____

_____

_____

_____

_____

_____

_____

Questions to Ask

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like: _____

Why did you place the bomb? _____

What is your name? _____

Are you a student? _____

Location where call was received: _____

Telephone number where call was received: _____

Description of Caller's Voice: ☐Male ☐Female ☐Tone/accent: _____

Background noise: _____

Violent or Criminal Behavior 8300P5

Immediately contact the building principal if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact with security to ensure that a timely response is begun before a situation becomes uncontrollable
2. Leave the immediate area whenever possible and direct others to do so
3. Should gunfire or explosives threaten the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect

Hostage Situation

If taken hostage:

1. Be patient. Time is on your side. Avoid drastic action
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors could be emotionally unbalanced. Don't make mistakes which could harm your well-being
3. Don't speak unless spoken to, and then only when necessary. Don't talk down to or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, including severe mood swings, irrational actions, etc. Displaying a certain amount of fear may work to your advantage
5. Do not make quick or sudden moves. If you must go to the bathroom or need medications or first aid, ask your captors

Be observant when you are released or if you escape. The personal safety of others may depend on what you remember about the situation.

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018

Earthquake 8300P6

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment
2. If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be electrified
3. If in a motor vehicle, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the building principal. Protect yourself at all times and be prepared for aftershocks
5. Damaged facilities should be reported to Plant Operations. Note: Gas leaks and power failures create specific hazards
6. If an emergency exists, activate the building alarm

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018

Severe Weather Emergency: Tornado or Lightning Procedure 8300P7

The District clerk will monitor the National Weather Service and will initiate notifications when severe weather bulletins are issued for the immediate area.

A Tornado/Thunderstorm/Wind Watch indicates that atmospheric conditions are conducive to the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

A Tornado/Thunderstorm/Wind Warning indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the District clerk will issue notification through telephone communications to the building principals.

Hazardous weather conditions can develop in seconds and may not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will take cover. They will also instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a “ball” or fetal position near the wall, place their hands over their heads, and remain in that position until the severe weather passes.

Do not leave the building or initiate a building evacuation during these circumstances. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until severe weather passes.

Procedure History:
Promulgated on:
Reviewed on: 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018, 1/2024

Natural Gas/Propane Leak 8300P8

In the event a natural gas/propane leak is discovered or suspected:

1. Turn off the gas valve serving the building or area
2. Open windows and doors to dissipate the fumes
3. The building principal should evacuate the building by the most appropriate means

The public utilities company and local fire department shall be notified by the secretary, principal, or any person aware of the emergency.

Note: *Do not assume that these public utilities and the local fire department have been notified. It is preferred that several people notify them rather than run the risk of complete omission.*

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018

Broken Water Main 8300P9

In the event of a broken water main in the building, or on the grounds:

1. The water main shall be turned off
2. Notify the building principal
3. Water in the building shall be removed immediately to prevent damage to floors and floor coverings
4. The building principal shall notify the local water department to coordinate any activities necessary to correct the emergency

Procedure History:
Promulgated on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/2017, 9/2018

Automated External Defibrillators 8310

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

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

The Superintendent shall designate the AED Coordinator to all the provisions for administration and use of this equipment, including training requirements, location of AED units, the maintenance and inspection of AEDs, and the identification of local emergency response providers.

Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR.

Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employees' certification. Acceptable certification will consist of completion of an American Heart Association AED and CPR course.

Legal Reference:
I.C. 5-337 Immunity for Use of Automated External Defibrillator (AED)
Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 12/11/2017, 9/2018, 11/2024

Automated External Defibrillators

8310F1

- CHALLIS SCHOOL DISTRICT #181
- AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
- INSPECTION AND INVENTORY

Building:_____

Device Location:_____

DATE **TIME** **r-Routine p-Post Use**										
Inventory Items:										
Storage cabinet intact										
AED exterior intact										
Battery installed & functional										
Spare battery available										
AED self-test										
AED user guide available										
CPR guide available										
Two sets of electrodes										
Two incident report forms										
Pen										
Two mouth barrier devices										
Razor										
Scissors										
Two pairs of non-latex gloves										
Gauze pads or towel										
Initials of Inspector:										

Corrective Action Required and Completed:

Date	Details	Reported to Superintendent?	Initials

Automated External Defibrillators Incident Report **8310F2**

Date of Incident: _____Time of Incident: _____

Location of Incident (which building, where in building, etc.):

_____

_____

_____

Patient's Age: _____ Patient's Sex: Male_____ **OR** Female_____

CPR prior to defibrillation: _____Attempted **OR** _____Not Attempted

Cardiac Arrest: _____Not Witnessed, _____Witnessed by Bystander **OR**,

_____Witnessed by AED team member

Estimated time (in minutes) from arrest to CPR: _____ Shock: _____ Indicated: _____ Not Indicated:_____

Estimated time (in minutes) from arrest to 1st AED shock: _____
Number of shocks: _____ Additional Comments:_____

_____

Patient Outcome at Incident Site:

_____No return of pulse _____Return of pulse and breathing _____

_____Return of pulse with no breathing _____Became responsive

_____Return of pulse, then loss of pulse _____Remained unresponsive

Name of AEDOperator:_____

Transporting Ambulance:_____

Name of Facility Patient was transported to:_____

Name of Emergency Health Care Provider:_____

_____ _____
Signature of Health Care Provider Date of Report

This report is to be completed by the Emergency Health Care Provider or AED User within* ***5 ***business days*** *of use of an AED.*

The completed report must be mailed/returned to: _____

Automated External Defibrillators Implementation and Procedure 8310p

AED Program Implementation and Procedures

In implementing the AED Program, the AED Coordinator shall prepare a plan that must specify:

1. Where the AED will be placed
2. The individuals who are authorized to operate the AED
3. How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located
4. The medical supervision that will be provided
5. The maintenance that will be performed on the AED
6. Records that will be kept by the program
7. Reports that will be made of AED use
8. The name, location, and telephone number of a physician, or other individual designated by the physician, to provide medical supervision of the AED program

Coordinate with Local Emergency Medical Services (EMS)

The AED Coordinator shall work with the local EMS to coordinate clear procedures for smooth victim "hand-off" to EMS when EMS arrives. Additionally, EMS may provide guidance on equipment choice and placement, training and medical direction, and may check the equipment each year as part of the District's annual fire inspection.

AED Equipment and Vendor Selection

When choosing an AED vendor, the AED Coordinator shall inquire as to the reputation of the vendor for reliability, durability, and ongoing support. The vendor may provide expertise in training, site assessment, and policies and procedures. When selecting AED equipment and a vendor, important considerations include:

1. How many AEDs can be purchased or are being donated and where to locate each AED. Locations should be reevaluated when and if additional units are purchased or donated
2. Reputation of the AED manufacturer for product quality, reliability, and customer service
3. Compatibility with the equipment of the local EMS
4. Easy operation with clear voice prompts
5. Biphasic technology and ability to adjust shocks and energy levels to match the victim's needs
6. Defibrillation electrodes that are pre-connected to the AED
7. Maintenance-free batteries
8. Direct field service team for on-site download of AED data
9. Validated computer-based refresher training
10. Availability of reduced energy defibrillation electrode for victims younger than eight years of age
11. Vendor ability to provide a complete implementation solution

Additional Development of Procedures

The AED Coordinator shall develop additional procedures and incorporate them into the District's Emergency Preparedness Plan and this AED Plan. Points to include in the additional procedures include:

1. Actions those who witness a cardiac emergency should take, such as one person starting CPR while others rush for the AED, notify the main office, and make sure local EMS is called
2. How to notify internal trained responders using walk-talkies, cell phones, radios, or the building public address system, for example

3. Who is responsible for bringing the AED to a victim
4. Who will notify the community's EMS team, such as by using a phone near the AED or alerting the main office to call local EMS
5. How EMS will be directed to the exact location within the school, perhaps by having someone meet paramedics at the front door and escort them to the victim
6. Standing orders stating when the AED should be used (only on victims who are unconscious, without a pulse, and who show no signs of circulation nor normal breathing)
7. Procedures to follow if an AED is moved from the building to a playing field, such as notifying the main office about its location and how to contact the person who has it (via cell phone or radio for example)
8. How to handle data the AED records during use, including the patient's heart rhythm, AED analysis, and any shock delivered
9. What to do after an event, such as downloading and transferring data from an AED, notifying medical personnel, reviewing the event to determine how procedures might be improved, replenishing supplies, returning the AED to service, and stress debriefing to help responders handle their emotions after a rescue effort

Responsibility for Operation, Maintenance, and Record-Keeping

The administrator or their designee at each building in which an AED is installed shall be responsible for the following:

1. Check the defibrillator(s) in the building on a regular basis;
2. Verify that the unit is in the proper location
3. Verify that the unit has all of the appropriate equipment, including battery, mask, case, emergency pack, gloves, etc.
4. Verify that the unit is ready for use, and that it has performed its self-diagnostic evaluation
5. The replacement of equipment and supplies for the AED
6. The repair and service of the AED
7. Assist the District with proper in-house training for other individuals
8. Report the need for revising the AED policy and procedures

If the administrator or their designee notes any problems, or the AED's self-diagnostic test has identified any problems, or the unit is placed "out-of-service", the coordinator must contact the Superintendent immediately.

After performing an AED check, the administrator or their designees shall make note on an AED service log indicating that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service."

The AED Team coordinator shall be responsible for the following:

1. The AED Coordinator shall complete the responsibilities stated above. In the event the AED coordinator is not available weekly to perform these responsibilities (such as during spring, winter, or summer break), the AED coordinator shall designate an individual who will be available during these times. The designated individual shall be trained on the responsibilities stated above
2. Maintain on file all specifications and technical information sheets for each approved AED model assigned or donated to the District or school
3. Maintain copies of the certifications and training records of the AED Team, including CPR and AED certification
4. Provide and schedule opportunities for training certification and refresher training
5. Assist the District with proper in-house training for other individuals
6. Report the need for revising the AED policy and procedures

Refresher Training
Refresher training shall occur at least annually or sooner if the equipment, policies, or procedures change.

HIPPA
No member of the AED Team shall disclose health-related information or student information regarding any person upon whom an AED is used unless it is to a local emergency medical service or licensed physician or nurse.

Policy History:
Adopted on:
Reviewed on: 9/2018
Revised on: 12/11/2017, 9/2018, 11/2024

Fire Drills and Evacuation Plans 8320

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

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

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

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

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

Record Keeping
Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions when occupants were evacuated
9. Time required to accomplish a complete evacuation

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

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

1. Emergency egress or escape routes and whether evacuation of the building is to be

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

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, and evacuating occupants.
3. Site plans indicating the following:
   a) The occupancy assembly point
   b) The location of fire hydrants
   c) The normal routes of fire department vehicle access

3. Floor plans identifying the locations of the following:
   a) Exits
   b) Primary evacuation routes
   c) Secondary evacuation routes
   d) Accessible egress routes
   e) Areas of refuge
   f) Exterior areas for assisted rescue
   g) Manual fire alarm boxes
   h) Portable fire extinguishers
   i) Occupant-use hose stations
   j) Fire alarm annunciators and controls
4. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
5. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
6. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

In the Event of a Fire

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

area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.
   a) If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal
   b) For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke

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

Legal Reference:
I.C. 41-253 Adoption of International Fire Code
IDAPA 08.02.03.160 Safe Environment and Discipline
2018 International Fire code
2012 Idaho Fire Code
Policy History:
Adopted on:
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 12/11/17, 9/2018, 4/2022

Emergency Drills, Rules, and Procedures 8320P

The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class. Building evacuations will also occur upon notification by District officials or public safety officers.
3. No student or staff member is to remain in the building during emergency drills.
4. Staff should assist people with handicaps in exiting the building.
5. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance from the building. If the exit is blocked, persons should use the nearest marked exit and alert others to do the same
6. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. This should be a clear area that is at least 500 feet away from the affected building. All persons shall keep out of streets, fire lanes, hydrant areas, and walkways for emergency vehicles and personnel. Students, staff, and volunteers should know their assembly points.
7. The teacher will be responsible for:
   a) Seeing that windows and doors are secured appropriately
   b) Assuring that electrical equipment and gas jets are turned off
   c) Maintaining order during the evacuation
   d) Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator

No staff or students may return to an evacuated building unless told to do so by a District or building official.

A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

Procedure History:
Promulgated on:
Reviewed on: 1/2025, 2/2026
Revised on:12/11/17, 9/2018, 1/2024

Activity Trips 8400

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board.

All activity transportation must be approved by the Superintendent of Schools.

On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus. All bus trips shall have one (1) faculty member or approved sponsor on the bus in addition to the bus driver.

All groups are to travel by school bus or by commercial carrier except when the number going is fewer than 15. These groups may, with the approval of the principal and superintendent, travel by car under the following conditions:

1. Each student must provide a parent release slip for non-conforming school transportation
2. A certificated teacher/advisor or parent of a participant must drive

Each car used must have insurance coverage and a copy of such must be on file at the school district office. Special trip insurance may be required.

Student Travel to/from Extracurricular or Co-Curricular Activity

Students participating in extra-curricular activities outside the district must travel in school-owned vehicles or they will not be allowed to participate. Following the event, students may be released only to the parent or legal guardian. Such release will require a signed, dated note from the parent. Any exceptions must be previously approved by the Principal.

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip.

Upon approval of school administration, activity buses may carry non-team members as passengers subject to the following conditions:

1. Registration and fee payment must be completed at school office during office hours prior to event
2. Students may ride only when accompanied by parent or faculty advisor

Only children Kindergarten through Grade 12 may be transported.

The activity must provide at least one instructor, coach or adult sponsor for each bus on a special trip who shall be familiar with or provide a copy of this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

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

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

take the following action:

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

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

Cross-Reference:
3380 Extracurricular and Co-Curricular Participation Policy
Legal Reference:
IDAPA 08.02.02.190 Program Operations
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on:7/11/08,12/11/17, 11/2024

Risk Management 8500

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its offices or staff.

A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the District can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

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

The school district carries liability insurance covering pupils riding in school vehicles. All vehicles owned, leased or rented by the district are covered for liability and the district's policy is the primary insurance policy.

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

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

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

Cross Reference:
8520 Inspection of School Facilities
Legal Reference:
I.C. 33-701 Fiscal year – Payment and accounting of funds
I.C. 3-1613 Safe public school facilities required
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 11/2024
Revised on: 2/14/05, 12/11/17, 9/2018

District Safety 8510

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

Cross-Reference:
8300 Emergency & Disaster Preparedness
9400 Safety Program
Legal Reference:
Occupational Safety and Health Act
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 11/2024
Revised on: 2/14/05, 3/11/08, 12/11/17, 9/2018

Inspection of School Facilities 8520

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

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

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

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

Cross Reference:
8300 Emergency & Disaster Preparedness
8510 District Safety
9400 Safety Program
Legal Reference:
I.C. 33-1613 Safe Public School Facilities Required IDAPA 08.02.03.106
Safe environment and discipline
Policy History:
Adopted on: 12/13/04
Reviewed on: 1/2024, 1/2025, 2/2026
Revised on: 3/11/08, 12/11/17, 9/2018, 4/2022

Property Damage 8530

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

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

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

Privately-Owned Property:

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

Legal Reference:
I.C. 33-701 Fiscal year – Payment and accounting of funds
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 12/11/17, 9/2018, 11/2024

Records Management 8600

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

The Clerk [and others designated by the Superintendent] shall be the Public Records Custodian(s) under the supervision of the Superintendent.

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

All public records will be provided to the public in accordance with the laws of the State of Idaho and District Policy 4260.

Record Safety

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

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

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

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

Legal Reference: Title 74 Chapter 1 Public Records Act
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018
Revised on: 3/11/08, 12/11/17, 9/2018, 11/2024

Retention of District Records 8605

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

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

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

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

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

Destruction of Email and Other Electronic Communications
The District will store emails for a maximum period of one year. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than email. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.
District employees and Board Members are directed to retain text messages and other electronic communications related to District business for a period of one year.

Suspending Destruction of Official Records

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

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

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

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

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	**PM**	**DO, SB**
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	**3 yr**	**DO, SB**
ADMINISTRATION- OATHS OF ELECTION—until canvassed and recorded in the minutes	**Not less than 8 months following election**	**DO**
ADMINISTRATION—CONTRACTS FOR THE SALE AND PURCHASE OF REAL PROPERTY	**PM**	**DO, SB, DM, DT**
ADMINISTRATION—CONTRACTS AND LEASES	**AC +6 yr**	**DO**
ADMINISTRATION—GENERAL CORRESPONDENCE	**3 yr**	**DO, SB**
ADMINISTRATION—DONATION/GIFT RECORDS	**PM**	**DO, SB**
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	**PM**	**DO**
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	**PM—Restricted Access**	**DO**
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	**PM**	**DO, SB, DM, DT**
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	**AC+3 yr**	**DO, SB**
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	**PM**	**DO**
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	**PM**	**DO**
ANNUAL REPORTS	**PM**	**DO**
APPEAL AND REVIEW RECORDS—Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing	**PM**	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
schedules and lists of participants; and related correspondence and documentation.		
BOARD MEMBER RECORDS—Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, budgets, financial statements, reports, other reference material. Records are often compiled in a notebook or electronically for each member.	**AC+3 yr** NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	**DO**
BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include meeting notices; items for Board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	**PM**	**DO**
COMPUTER SYSTEMS-BACKUPS—Backups on tape, disk, CD, DVD, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	**US or 1 year**	**DO**
EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	**LA+3 yr**	**DO, DM, DT**
EQUIPMENT MANUALS—Instruction and operating manuals	**LA**	**DO, SB, DM, DT**
EQUIPMENT WARRANTIES	**AC+1 yr**	**DO, SB, DM, DT**
FACILITIES OPERATIONS-APPRAISALS—Building or property	**3 yr**	**DO**
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.	**PM** For leased structures retain AC+2	**DO, DM**
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES—Building construction contracts, surety bonds and inspection records, Planning, design, construction records, and all bids, etc.	**LA**	**DO, SB, DM**
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	**FE+3 yr**	**DO, SB, DM, DT**
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property	**PM**	**DO**
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs	**US+3 yr**	**DO, SB, DM**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
FACILITY OPERATIONS-SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.	**AC+2 yr** AC=Until superseded, date of expiration, or date of termination, whichever is sooner	**DO, SB, DM**
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	**PM**	**DO, DM**
FACILITY OPERATIONS-UTILITY USAGE REPORTS	**1 yr**	**DO, DM**
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	**1 yr**	**DO, DT**
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	**FE+3 yr**	**DO, SB**
FISCAL-ANNUAL FINANCIAL REPORTS	**PM**	**DO, SB, DM, DT**
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	**FE+4 yr**	**DO, SB**
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-FINAL AUDIT REPORTS	**PM**	**DO, SB**
FISCAL-BANK STATEMENTS	**FE+3 yr**	**DO, SB**
FISCAL—PAYMENT RECORDS AND SUMMARIES	**FE+2 yr**	**DO, SB, DM, DT**
FISCAL-CANCELLED CHECKS—Stubs/Warrants/Drafts	**FE+3 yr**	**DO, SB**
FISCAL-CAPITAL ASSET RECORDS	**LA+3 yr**	**DO, SB, DM, DT**
FISCAL-CASH RECORDS—Cash deposit slips; cash receipts log	**FE+3 yr**	**DO, SB**
FISCAL-DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property	**PM**	**DO**
FISCAL-detail chart of accounts—One for all accounts in use for a fiscal year	**FE+3 yr**	**DO, SB**
FISCAL-EXPENDITURE JOURNAL OR REGISTER	**FE+3 yr**	**DO, SB**
FISCAL-EXPENDITURE VOUCHERS—Travel, payroll, etc.	**AC+6yr** **AC=Termination of employment**	**DO, SB, DM, DT**
FISCAL-EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-FEDERAL TAX RECORDS—Includes FICA records	**PM**	**DO**
FISCAL-FEDERAL FUNDING RECORDS—Title I; Chapter 2; IDEA Part B	**FE+5 yr** Or until all pending audits or reviews are completed	**DO**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL—FEDERAL—USDA	**AC+3 yr** AC=submission of final expenditure	**DO**
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	**FE+3 yr**	**DO, SB**
FISCAL-GRANTS—State and Federal	**AC+3 yr** AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	**DO, SB**
FISCAL-INSURANCE CLAIM FILES	**AC+3 yr** AC=Resolution of claim	**DO**
FISCAL-INSURANCE POLICIES—all types	**AC+ 6 yr** AC=expiration or termination of policy according to its terms	**DO**
FISCAL-LONG-TERM LIABILITY RECORDS—Bonds, etc	**AC+4 yr** AC=retirement of debt	**DO**
FISCAL-RECEIPTS JOURNAL OR REGISTER	**FE+3 yr**	**DO, SB, DM, DT**
FISCAL-RECONCILIATIONS	**FE+3 yr**	**DO, SB**
FISCAL-REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	**FE+3 yr**	**DO, SB**
FISCAL-RETURNED CHECKS—Uncollectable warrants or drafts	**AC+3 yr** AC=After deemed uncollectible	**DO, SB**
FISCAL-SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	**US+FE+3 yr**	**DO**
LEGAL-LITIGATION FILES--	**PM** CAUTION: May contain attorney-client privileged information	**DO, SB, DM, DT**
LEGAL-OPEN RECORDS REQUESTS—documentation relating to approved or denied requests for records under Idaho Public Records Law	**PM**	**DO**
LEGAL-OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	**PM** CAUTION: May contain attorney-client privileged information	**DO, SB**
INSTRUCTIONAL—Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	**5 years after last use.**	**SB**
INSTRUCTIONAL—Distance learning instruction that is recorded by the District. Such recording is not required by this policy.	**Until the end of the semester**	**Electronic**

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC—After closed, terminated, completed, expired, settled, or last date of contact **FE**—Fiscal Year End (June 30th)	**LA**—Life of Asset **PM**—Permanent **US**—Until Superseded	**DO** – District Office **SB** – School Buildings **DM** – District Maintenance **DT** – District Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
NEWS OR PRESS RELEASES	**PM**	**DO, SB**
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	**AC+6yr** **AC=Termination of employment**	**DO, SB, DM, DT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, etc. required by employment advertisement	**AC+5 yr** AC=Termination of employment	**DO, SB, DM, DT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED—Applications, resumes, etc. required by employment advertisement	**AC+2 yr** AC=Date position is filled	**DO, SB, DM,DT**
PERSONNEL-BENEFIT PLANS	**PM if current,** **US+6yr**	**DO**
PERSONNEL-COMPLAINT RECORDS—Complaints received and records documenting their resolution	**FE+3 yr** CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	**DO, SB, DM, DT**
PERSONNEL-CORRECTIVE ACTION—those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance	**PM** CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	**DO, SB, DM, DT**
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION—those actions that affect pay or status. They include demotion, dismissal, etc.	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which administration has sought such statements	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE BENEFITS—documents relating to selection of benefits other than insurance	**AC+6yr** **AC=Termination of employment**	**DO,**
PERSONNEL-EMPLOYEE COUNSELING RECORDS—Notes, etc. relating to job-specific counseling	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS—documents relating to all deductions of pay	**AC+5 yr** AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.	**DO**
PERSONNEL-EMPLOYEE EARNINGS RECORDS	**PM**	**DO**

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-EMPLOYEE INSURANCE RECORDS—District copy of selection records by employees of insurance offered by the District	**US+5 yr** **AC+6yr** **AC=Termination of employment**	**DO**
PERSONNEL-EMPLOYEE RECOGNITION RECORDS—Awards, incentives, etc.	**PM**	**DO, SB, DM, DT**
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	**2 yr**	**DO**
PERSONNEL-EMPLOYMENT CONTRACTS	**Original dates of hire +50 yr**	**DO**
PERSONNEL-EMPLOYMENT ELIGIBILITY—Documentation or verification of Federal report form INS I-9	**PM**	**DO**
PERSONNEL-EMPLOYMENT SELECTION RECORDS—all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	**5 yr** CAUTION: Does not include criminal history checks	**DO, SB, DM, DT**
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS—minimum information includes name, social security number, exact dates of employment and last known address	**PM**	**DO**
PERSONNEL-GRIEVANCE RECORDS—review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	**PM**	**DO, SB, DM, DT**
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS—criminal history record information on job applications	**PM**	**DO**
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION—any document detailing duties of positions on position-by-position basis	**US+8 yr**	**DO, SB, DM, DT**
PERSONNEL-LEAVE STATUS REPORT—cumulative report for each pay cycle showing leave status	**FE+3 yr**	**DO**
PERSONNEL-LIABILITY RELEASE FORM—statements of employees, patrons, etc. who have released the District from liability	**PM**	**DO**
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	**PM**	**DO, DT**
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	**5 yr**	**DO, SB, DM, DT**
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	**US+3 yr**	**DO**
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION---used to adjust gross pay, FICA, retirement or compute taxes	**US+3 yr** **AC+6yr** **AC=Termination of employment**	**DO**
PERSONNEL-PAYROLL-Garnishment agreements and related revisions	**AC+3 yr** **AC=Termination of employment**	**DO**
PERSONNEL-PERFORMANCE EVALUATION	**PM**	**DO. SB, DM, DT**

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-PERSI ENROLLMENT FILE	**PM**	**DO**
PERSONNEL-PERSI RECORD OF HOURS WORKED—Irregular help, half-time or greater	**Date of hire +50 yr**	**DO**
PERSONNEL-PERSI TERMINATION RECORD	**PM**	**DO**
PERSONNEL-PERSONNEL INFORMATION—documents that officially change pay, titles, benefits, etc.	**PM**	**DO**
PERSONNEL-POLICY AND PROCEDURES MANUAL—any manual, etc. that establishes standard employment procedures	**PM**	**DO, SB, DM, DT**
PERSONNEL-RESUME-UNSOLICITED	**1 yr**	**DO, SB, DM, DT**
PERSONNEL-SICK LEAVE POOL DOCUMENTATION—requests submitted, approvals, number of hours transferred in an out, etc.	**LA+3 yr**	**DO**
PERSONNEL-TIME CARD AND TIME SHEET	**PM**	**DO, SB, DM, DT**
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	**5 years**	**DO, SB, DM, DT**
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—records documenting training, testing, or continued education	**PM**	**DO, SB, DM, DT**
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	**5 yr**	**DO**
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	**AC+5 yr**	**DO**
PERSONNEL-W-2 & W-4 FORMS	**5 yr from date of termination**	**DO**
PERSONNEL—WORKER'S COMPENSATION POLICIES	**AC+10 yr** AC=expiration of policy	**DO**
PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with District	**PM**	**DO**
PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	**FE+3 yr**	**DO, SB, DM, DT**
PROCUREMENT-BID DOCUMENTATION—includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	**FE+3 yr** CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	**DO, DM, DT**
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	**PM**	**DO, SB, DM, DT**
SAFETY-ACCIDENT REPORTS	**8 yrs*** For Minors, 8 yrs after minor reaches age of 18	**DO, SB, DM, DT**

DISTRICT RECORDS RETENTION SCHEDULE

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RECORDS DESCRIPTION	RETENTION PERIOD	
SAFETY- OCCUPATIONAL INJURY RECORDS	**AC+3 yr** **AC= Termination of employment**	**DO, SB, DM, DT**
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	**PM**	**DO, SB, DM, DT**
SAFETY-EVACUATION PLANS	**PM**	**DO, SB**
SAFETY-FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	**AC+ 6yr** AC=deficiency corrected	**DO, SB, DM**
SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS—Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	**PM**	**DO, DM**
SAFETY-INCIDENT REPORTS—Reports concerning incidents which, upon investigation, were of a non-criminal nature	**6 yr (or 30 yr*)** *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	**DO, SB, DM, DT**
SAFETY-INSPECTION RECORDS—Fire, safety, and other inspection records of facilities and equipment	**AC+ 6 yr** AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	**DO, SB, DM**
SAFETY-MATERIAL DATA SAFETY SHEETS	**30 yrs after the end of use of the substance**	**DO, DM**
SAFETY-WORKPLACE CHEMICAL LISTS	**30 yrs**	**DO, SB, DM**
STUDENTS-EDUCATION RECORDS—Student's name, birth date, last address, dates of attendance, graduation date and grades earned	**As described in Procedure 3570P**	**DO, SB**
STUDENTS-SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	**FE+6 yr except as specified in policy 3570p**	**DO, SB**
STUDENTS-MEDICAID RECORDS-claims, reimbursements, and supporting documentation	**FE +5 yr**	**DO, SB**
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	**LA+1 yr**	**DO, DT**
VEHICLE-TITLE AND REGISTRATION	**1 yr**	**DO, DT**
VOLUNTEER RECORDS—records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	**AC+3 yr** AC=End of term of volunteer or intern	**DO, SB**
WEBSITE/WEB PAGES—INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	**PM**	**DO, SB**

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

Cross References:
2150P Copyright Compliance
3570 Student Records
3570P Student Records
Legal References:
I.C. 33-508 Duties of Clerk
I.C. 33-701(8) Fiscal Year—Payment and Accounting of Funds
I.C. 56-209h Administrative Remedies
I.C. 67-4131 Records Management Services—Rules, Guidelines, Procedures
I.C. 74-101 Definitions
I.C. 74-119 Agency Guidelines
Other References:
State Board of Education - Agency Specific Records Retention Schedule of the Records Management Guide, Idaho Records Center
SDE Idaho Special Education Manual, current edition

Policy History:
Adopted on:
Reviewed on: 9/2018, 11/2024
Revised on: 9/2018, 11/2020, 3/2021, 8/2021, 4/2022

Health Insurance Portability and Accountability Act 8610

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

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

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

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

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

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

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

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

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

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

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

Legal Reference:
Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42
U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).
Policy History
Adopted on: 7/11/05
Reviewed on: 9/2018, 11/2024
Revised on:9/2018

Computer Software 8700

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

No District-owned computing resources, photocopy machines, facsimile machines, or other School District machines should be used for unauthorized personal or commercial purposes. Any personal use must be approved by office personnel and a fee will be charged. Fees will be set administratively.

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

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

Cross-Reference:
2150 Copyright
Policy History:
Adopted on: 12/13/04
Reviewed on: 9/2018, 11/2024
Revised on: 3/11/08, 9/2018

Generative Artificial Intelligence 8705

This policy sets out guidelines for the permissible use of generative artificial intelligence (AI) by staff for work-related purposes and by students for school-related purposes. It is also intended to help inform the District community about issues to be aware of regarding generative AI tools, such as data privacy concerns, their potential to provide inaccurate or inappropriate responses, and the fact it is not possible to own or copyright material created using such tools.

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

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

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

Use by Staff
Staff may use District-approved generative AI tools.

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

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

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

Staff shall not use AI tools to determine a student's grade on any project, including but not limited to any grade which includes a subjective component.

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

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

Such disclosure shall not be required when AI is used to draft routine emails or correspondence.

Prior to using any output of a generative AI tool, staff shall check the output for inaccuracies, bias,

stereotyping, or any other content that is inappropriate or unsuitable for the intended purpose. Staff shall not use such tools for any purpose where they are not able to verify the accuracy and appropriateness of the output.

The District may provide professional development on generative AI, including on such topics as ethical use, the abilities and limitations of such tools, how to evaluate their output, monitoring student use, data and confidentiality issues, and possible in-class uses. If staff are uncertain of whether any use of AI is appropriate or within the requirements of District policy, they should ask their supervisor about it.

Use by Students at the Direction of Staff

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

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

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

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

Staff shall clearly communicate to students how they are and are not permitted to use generative AI tools for class assignments as well as any expectations to cite or disclose their use of such tools. Unauthorized use of AI tools and failure to cite such use when citation is required are violations of Policy 3335 Academic Honesty and may be subject to disciplinary action.

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

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

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

If a teacher suspects a student may have used an AI tool in a prohibited way for an assignment, the

student may be asked to demonstrate their academic competence in a different way.

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

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

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

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

Cross Reference:
1250 Committees
3270 District-Provided Access to Electronic Information, Services, and Networks
3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3335 Academic Honesty
3575 Student Data Privacy and Security

Policy History:
Adopted on: 2/2025
Reviewed on:
Revised on:

Drones 8800

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

Use of Unmanned Aircraft (Drones)

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

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

In an effort to maintain the safety, security, and privacy of students, staff, and visitors, the Board has determined that the operation of unmanned aircraft, also known as drones, other than use as part of a pre-approved school program, is prohibited by any persons on or over District property and at District sponsored events.

An exception to this policy may be made in specific cases but must be approved in advance by the Superintendent or designee.

Legal Reference:
Memorandum: Educational Use of Unmanned Aircraft Systems (UAS), Federal Aviation Administration
The FAA Modernization and Reform Act of 2012, Section 336. Special Rule for Model Aircraft
I.C. 21-213 Restrictions on Use of Unmanned Aircraft Systems
Other References:
Unmanned Aircraft Systems, Federal Aviation Administration, https://www.faa.gov/uas/getting_started/
Policy History:
Adopted on: 10/17/18
Reviewed on: 11/2024
Revised on: