

Clark County School District #161

Policy Manual

Complete Table of Contents

1000 Series— Board of Trustees

Continuity of the Board

[1000--- Legal Status and Operation](#)

[1010--- Organization and Classification](#)

School Board Elections

[1100--- Membership](#)

[1110--- Elections](#)

[1110P--- Candidate Edification](#)

[1120--- Taking Office](#)

[1120P--- Oath of Office](#)

[1130--- Resignation](#)

[1140--- Vacancies](#)

Organization and Government of the Board

[1200--- Annual Organization Meeting](#)

[1205--- School Board Powers and Duties](#)

[1210--- Qualifications, Terms and Duties of Board Officers](#)

1220--- Clerk

1230--- Duties of the Treasurer

1240--- Duties of Individual Trustees

1250--- Committees

1260--- Authorization of Signatures

Governance

1300--- District Policy

1303--- Community Relations

1310--- Administrative Procedures

1315--- Strategic Planning

1320--- Management Rights

Principles of Operations

1400--- Board/Staff Communications

1405--- School Board Use of Electronic Mail and Social Media

1410--- Board-Superintendent Relationship

1420--- Trustee Expenses

1430--- Trustee Insurance

1440--- Board Participation in Activities

Board Meetings and Board Meeting Procedures

1500--- Board Meeting

1500B--- Board of Trustees

1500P--- Board Meeting Procedure

1510--- Open Meeting Law Compliance and Cure

1520--- Public Participation in Board Meeting

1520F--- Request to Appear Before the Board

1525--- Board Meeting News Coverage

Board Ethics, Growth and Development

1600--- Code of Ethics for School Board Members

1610--- Conflict of Interest

1615--- Trustee Spouse Employment

1620--- Annual Goals and Objectives

1630--- Evaluation of Board

1640--- In-Service Conference for Trustees

1645--- Board Development Opportunities

1650--- New Board Member Workshop

2000 Series— Instruction

Instruction

2000--- Goals

2100--- Curriculum, Curriculum Development and Assessment

2110--- Lesson Plan

2120--- Program Evaluation and Diagnostic Tests

2130--- Research Studies

2140--- Student and Family Privacy Rights

2140F--- Student and Family Privacy Rights -- Consent Form

2150--- Copyright

2150P--- Copyright

Instructional Organization

2200--- School Year, Calendar, and Instructional Hours

2210--- School Closure

2210P--- School Closure

2220--- Pre-Kindergarten Programs

2230--- Grade Organization

2240--- Class Size

Programs and Services

2300--- Guidance and Counseling

2301--- Nutrition Services

2305--- Nutrition Education

2307--- Physical Activity Opportunities and Physical Education

2310--- Health Enhancement

2320--- Health, Sex Education, and Human Sexuality

2320P--- Health, Sex Education, and Human Sexuality- Parent Compliant

2320F--- Health, Sex Education, and Human Sexuality- Parental Permission Form

2330--- Community and Adult Education

2335--- Digital Citizenship and Safety Education

2340--- Controversial Issues and Academic Freedom

2340F--- Parental Opt-Out Form for Sex Education

2341--- Speakers in the Classroom and at School Functions

2341P--- Controversial Speakers Procedure

2350--- Student Religious Activity at School

2355--- Release Time

2360--- Interscholastic Activities

2370--- Homebound, Hospital and Home Instruction

2375--- Service Animals in Schools

2380--- Elementary and Secondary Education Act Waiver

2385--- Limited English Proficiency Program

2390--- Migrant Education Program

2395--- Idaho Digital Learning Academy Classes

Special or Alternative Instruction

2400--- Special Education (Reserved)

2410--- Section 504 of the Rehabilitation Act of 1973

2410P--- Section 504 of the Rehabilitation Act of 1973

2420--- Title I

2420P--- Title I

2425--- Parental Rights

2425P--- Parental Rights Policy

2425F--- Parental Rights Form

2430--- Gifted and Talented Program

2440--- Online Courses and Alternative Credit Options

2450--- Contracted Student Services

2460--- Extended Learning Opportunities

2470--- Self-Directed Learners

2470P--- Self-Directed Learner Procedure

2470F--- Application for Self-Directed Learner Status

Instructional Materials

2500--- Library Materials

2510--- Selection of Library Materials

2510P--- Selection of Library Materials

2520--- Curricular Materials

2530--- Learning Materials Review

2530F--- Learning Materials Review Form

2540--- Selection, Adoption, and Removal of Curricular Materials

2550--- Field Trips, Excursions, and Outdoor Education

2560--- Contests for Students

2570--- Use of Commercially Produced Video Recordings

2570F--- Parental Opt-Out/Consent Form Regarding Movies

2580--- Use of Animals in Educational Programs

2580F--- Student Permission for Exposure to Animals(s)

2580P--- Procedure on Dissection of Animals

Grading and Promotion

2600--- Promotion/Retention

2605--- Advancement Requirements (6-8)

2610--- Advancement Requirements (9-12)

2620--- Grading and Progress Reports

2625--- Parent-Teacher Conferences

2630--- Homework

Graduation

2700--- High School Graduation Requirements

2700P--- High School Graduation Requirements

2705--- Military Compact Waiver

2710--- Alternative mechanism to the Idaho Standards Achievement Tests
(Online Assessment Portfolio)

2720--- Participation in Commencement Exercises

2800--- Accreditation - Objectives

3000 Series— Students

Enrollment and Attendance

3005--- Entrance, Placement, and Transfer

3010--- Open Enrollment

3010P--- Open Enrollment Policy

3010F--- Open Enrollment Form

3010P--- Open Enrollment Procedures

3010F--- Open Enrollment Application Records

3020--- Enrollment and Attendance Records

3020P--- Enrollment and Attendance Records

3030--- Part-Time Attendance/Dual Enrollment

3040--- Compulsory Attendance

3040F1--- Compulsory Attendance Prosecutor Letter Form

3040F2--- Compulsory Attendance Prosecutor Referral Form

3050--- Attendance Policy

3060--- Education of Homeless Children

3070--- Students of Legal Age

3080--- Nonresident Student Attendance Policy

3085--- Sexual Harassment, Discrimination, and Retaliation

3085F1--- Notice of Investigation and Allegation Template

3085F2--- Sexual Misconduct Reporting Form for Students

3085P--- Title IX Sexual Harassment Grievance Procedure Requirements

3090--- Foreign Exchange Students

3090P--- Foreign Exchange Students

Students Rights and Responsibilities

3200--- Students Rights and Responsibilities

3210--- Uniform Grievance Procedure

3220--- Student use of Buildings: Equal Access

3225--- Student Clubs: Equal Access

3225F--- Student Club Risk Management Plan

3225B--- School Clubs: Background

3230--- Student Government

3240--- Student Publications

3250--- Distribution and Posting of Materials

3255--- Student Dress

3260--- Bring Your Own Technology Program

3260F--- Bring Your Own Technology Form

3265--- Student-Owned Electronic Communications Devices

3270--- District-Provided Access to Electronic Information, Services and Networks

3270P--- Acceptable Use of Electronic Networks

3275--- District Provided Mobile Computing Devices

3275F--- Mobile Computing Device Agreement

3280--- Equal Education, Nondiscrimination and Sex Equity

3285--- Relationship Abuse and Sexual Assault Prevention and Response

3290--- Sexual Harassment/Intimidation of Students

3290F--- Sexual Harassment/Intimidation of Students

3295--- Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

3295P--- Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

3295F--- Complaint Form

3296--- Bullying Awareness Week

3300--- Drug Free School Zone

3310--- Gangs and Gang Activity

3320--- Substance and Alcohol Abuse

3330--- Student Discipline

3335--- Academic Honesty

3340-- Corrective Actions and Punishment

3340P-- Corrective Actions and Punishment

3345--- Use of Restraint, Seclusion and Aversive Techniques for Students

3360--- Discipline of Students with Disabilities

3365--- Student Sex Offenders

3370--- Searches and Seizure

3370P--- Searches and Seizure

3380--- Extracurricular and Co-Curricular Participation Policy

3390--- Extra and Co-Curricular Chemical Use Policy

3410--- School Sponsored Student Activities

3420--- Student Fund Raising Activities

3430--- Distribution of Fund Drive Literature Through Students

3440--- Student Fees, Fines and Charges/Return of Property

3450--- Student Vehicle Parking

Student Protection

3500--- Student Health/Physical Screenings/Examinations

3500F--- Student Health/Physical Screenings/Examinations Form

3505--- Concussion Protocol

3505F1--- Acknowledgement of Receipt of Concussion Guidelines

3505F2--- Authorization to Return to Play or Practice

3510--- Administering Medicines to Students

3510F1--- Authorization for Self-Administered Medication

3510F2--- Indemnification/Hold Harmless Agreement of Self-Administered Medication

3515--- Food Allergy Management

3515P--- Food Allergy Management

3515B--- Food Allergy Management

3515F1--- Emergency Care Plan

3516--- District- Provided Epinephrine

3518--- Treatment of Opioid Overdoses

3520--- Contagious or Infectious Diseases

3523--- Head Lice (Pediculosis)

3525--- Immunization Requirements

3530--- Suicide

3540--- Emergency Treatment

3545--- Student Interviews, Interrogations or Arrests

3550--- Removal of Student During School Hours

3550P--- Removal of Student During School Hours

3560--- Video Surveillance

3570--- Student Records

3570F--- Student Records (Notification to Parents and Student of Rights Concerning a Student's School Records)

3570P--- Student Records (Maintenance of School Student Records)

3575--- Student Data Privacy and Security

3580--- Relations with Non-Custodial Parents

3610--- Records of Missing Children

3620--- Transfer of Student Records

4000 Series— Community Relations

Goals

4000--- Goals

Public Participation

4100--- Public Relations

4105--- Public Participation in Board Meeting

4105F--- Request to Appear Before the Board

4110--- Public Complaints

4120--- Uniform Grievance Procedure

4120F--- Uniform Grievance Form

4130--- Public Access to District Website

4140--- Visitors to the Schools

4150--- Accommodating Individuals with Disabilities

4160--- Parents/Guardians Right-To-Know Notices

4175--- Required Annual Notices

Public Access

4200--- School-Support Organizations

4210--- Community Use of School Facilities

4210P--- Community Use of School Facilities

4210F--- Fee Schedule for Community Use of School Facilities

4220--- Equipment Use Agreement

4225--- Equipment Usage

4230--- Use of School Property for Posting Notices

4240--- Distribution of fund Drive Literature through Students

4250--- Educational Research in District Schools

4260--- Records Available to Public

4260F--- District Record Request Form

Public Content

4300--- Conduct on School Property

4310--- Contact with Students

4320--- Disruption of School Operations

4330--- Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Relations with Governmental Agencies

4400--- Relations with the Law Enforcement and Child Protective Agencies

4420--- Sex Offenders

4420F1--- Sex Offenders

4420F2--- Sex Offenders

Gifts

4500--- Public Gifts/Donations to the Schools

4500P--- Public Gifts/Donations to the Schools

4510--- Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

4520--- Soliciting and Accepting Grants or Donations

Volunteers

4600--- Volunteer Assistance

4600P--- Volunteer Procedures

4600F1--- Volunteer Applications

4600F2--- Volunteer Confidentiality

5000 Series— Personnel

Goals

5000--- Goals

Hiring

5100--- Hiring Process and Criteria

5107--- Informa Review

5110--- Criminal History/Background Checks

5120--- Equal Employment Opportunity and Non-Discrimination

5130--- Administrative Leave

Employee Rights, Responsibilities and Conduct

5200--- Applicability of Personnel Policies

5205--- Job Descriptions

5210--- Work Day

5220--- Assignments, Reassignments, Transfers

5230--- Accommodating Individuals with Disabilities

5235--- Health Examinations

5240--- Sexual Harassment/Sexual Intimidation in the Workplace

5250--- Certificated Staff Grievances

5260--- Abused and Neglected Child Reporting

5260F--- Report of Suspected Child Abuse, Abandonment or Neglect

5265--- Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

5270--- Personal Conduct

5280--- Professional Standards Commission (PSC) Code of Ethics

5285--- Solicitations

5290--- Political Activity - Staff Participation

5295--- Professional Employee Representation for Purposes of Negotiations

5310--- Tobacco Free Policy

5320--- Drug-Free Workplace

5320P--- Drug and Alcohol Abuse Testing Program and Procedures

5320F1--- Drug and Alcohol Abuse Testing Acknowledgement

5320F2--- Drug and Alcohol Abuse Testing Agreement

5325--- Employee Use of Social Media Sites, Including Personal Sites

5325P--- Employee Use of Social Media Sites, Including Personal Sites

5330--- Employee Electronic Mail and On-Line Services Usage

5335--- Employee Use of Electronic Communications Devices (Staff Allowed to Take Devices Home)

5340--- Evaluation of Certificated Personnel

5340F--- Parent and guardian Input Form

5350--- Certified Personnel Resignation (Release from Contract)

5360--- Dress and Appearance

5370--- Non-School Employment by Professional Staff Members

5380--- Professional Research and Publishing

Compensation and Benefits

5400--- Leaves of Absence

5405--- Proof of Illness

5410--- Family Medical Leave

5410P--- Family Medical Leave

5412--- Jury Duty

5413--- Witness for Court Appearance Leave

5420--- Long-Term Illness/Temporary Disability

5420P--- Long-Term Illness/Temporary Disability

5430--- Insurance Benefits for Employees/Trustees

5440--- School Holidays

5450--- Vacation Leave

5460--- Workers' Compensation Benefits

5470--- Leaves of Absence -- Military Leave

5480--- Leadership Premiums

Certified Personnel Records

5500--- Personnel Records

5500P--- Personnel Records Procedure

Employee Health and Welfare

5600-- Staff Health

5610--- Prevention of Disease Transmission

Employee Practices

5700--- Substitutes

5710--- Teachers' Aides/Para-Educators

5720--- Volunteers/Contractors

5725--- Private Service Providers/Consultants

5730--- Volunteer--Authorization to Release Information

5740--- Reduction in Force

5740P--- Reduction in Force

5750--- Employing Retired Teachers & Administrators

Classified Employees

5800--- Classified Employment, Assignment and Grievance

5800P--- Classified Employment, Assignment and Grievance

5810--- Compensatory Time and Overtime/Classified Employees

5815--- Employee Compensation Non-Annualized Election

5820--- Evaluation of Non-Certificated Staff

5830--- Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5830P--- Drug and Alcohol Testing or School Bus and Commercial Vehicle Drivers

6000 Series— Administration

Goals

6000--- Goals

Superintendent

6100--- Superintendent

6100P--- Board/Superintendent Relations

District Organization

6200--- District Organization

Administration Staff

6300--- Duties and Qualifications of Administrative Staff Other Than Superintendent

6310--- Employment Restrictions for Administrative Personnel

6320--- Evaluation of Administrative Staff

6330--- Professional Growth and Development

Principals

6400--- Principals

7000 Series— Financial Management

Goals

7000--- Goals

Equivalence in Instructional Staff and Materials

7010--- Equivalence in Instructional Staff and Materials

Budget

7100--- Budget and Program Planning

7110--- Budget Implementation and Execution

7120--- Budget Adjustments

Accounting System

7200--- Accounting System Design

7210--- Accounting System (GASB Statement 34)

7215--- Fund Accounting System (GASB Statement 54)

7218-- Federal Grant Financial Management System

7220--- Documentation and Approval of Claims

7225--- Financial Fraud and Theft Prevention

7230--- Financial Reporting and Audits

7235--- Fiscal Accountability and IDEA Part B Funds

7235P-- Written Compensation Procedure (Time and Effort)

7236-- Employees Paid with Federal Funds and Unexpected or Extraordinary Closures

7237-- Retention of Records Relating to Federal Grants

7240--- Programs for American Indian Children

7240B1--- Programs for American Indian Children

7240P1--- Programs for American Indian Children

7260--- Student Activity Funds

7270--- Property Records

Revenues

7300--- Revenues

7305--- Investment of Funds

7310--- Advertising in School/Revenue Enhancement

7320--- Allowable Uses for Grant Funds

7320P1-- Determining Necessity and Reasonableness of Expenses

7320P2-- Financial Management

Expenses

7400--- Purchasing

7400P--- Procurement Under a Federal Award

7400F--- Time and Effort Documentation

7405--- Public Works Contracting and Procurement

7407--- Public Procurement of Goods and Services

7410--- Petty Cash Funds

7420--- Personal Reimbursements

7430--- Travel Allowances and Expenses

7440--- Credit Cards

7440F--- District Credit Card Holder Agreement

7450--- Federal Cash Management

Fees

7500--- New Fees or Increase of Fees

Financial Emergency

7600--- Declaration of Financial Emergency

7600F--- Declaration of Financial Emergency Resolution Form

7600P--- Declaration of Financial Emergency Procedure

Bond Accounts

7710--- Bond Continuing Disclosure and Certification Requirements

8000 Series— Non-Instructional Operations

Goals

8000--- Goals

Transportation

8100--- Transportation

8103--- Vehicles Other than School Buses to Transport Students

8105--- Extracurricular Transportation

8105P--- Extracurricular Transportation-Discipline

8105F--- Extracurricular Transportation Liability Waiver

8110--- Safety Busing

8110F--- Measuring Instrument for Walking Students

8115--- Maximum Drive Time

8120--- Bus Routes, Stops and Non-Transportation Zones

8130--- Transportation of Students with Disabilities

8140--- Student Conduct on Buses

8150--- Unauthorized School Bus Entry

8160--- Contracting for Transportation Services

8170--- District-Owned Vehicles

8170P--- District-Owned Vehicles Procedure

8180--- Driver Training and Responsibility

8185--- Use of Wireless Communications Devices by Bus Drivers

8190--- Emergencies Involving Transportation Vehicles

8195--- District Vehicle Idling

Wellness

8200--- Local School Wellness

8210--- District Nutrition Committee

8220--- Food Services

8230--- District Nutrition Standards

8235--- Water Consumption/Water Bottle Policy

8240--- School Meals

8250--- Guidelines for Food and Beverages Sold Individually

8270--- Teacher-to-Student Incentive

Emergencies

8300--- Emergencies/Disaster Preparedness

8310F1--- Automated External Defibrillators -- Certified Users Form

8310F2--- Automated External Defibrillators -- Inspection and Inventory Form

8310F3--- Automated External Defibrillators -- Incident Report Form

8320--- Fire Drills and Evacuation Plans

8320P--- Emergency Drills Rules and Procedures

8400--- Activity Trips

Risk Management

8500--- Risk Management

8510--- District Safety

8520--- Inspection of School Facilities/Emergency Evacuation Plan

8530--- Property Damage

Records Management

8600--- Records Management

8605--- Retention of District Records

8610--- HIPAA

Computer Software

8700--- Computer Software

8705--- Generative Artificial Intelligence

8800--- Drones

9000 Series— School Facilities

Schools Facilities

9000--- Goals

9100--- Acquisition, Use and Disposal of School Property

9200--- Contractor License, Surety Bonds and Insurance

9300--- Operation and Maintenance of District Facilities

9400--- Safety Program

9500--- Security

9600--- Facilities Operations

9605-- Facilities Separated by Sex

9610-- Waste Management and Recycling

9700--- District-Wide Asbestos Program

9705-- Hazard Mitigation -- Chemistry Lab Disposal

9800--- Naming of School Facilities

9802-- Display of the National Motto

9803-- Flags and Banners

9805--- Memorials on School Grounds