8000 SERIES—NON-INSTRUCTIONAL OPERATIONS

Transportation
- Transportation 8100
- Extracurricular Transportation 8105
- Extracurricular Transportation Liability Waiver 8105F
- Safety Busing 8110
- Establishing Bus Routes 8118
- Transportation of Students with Disabilities 8130
- Student Conduct on Buses 8140
- Contracting for Transportation Services 8160
- Charter School-Owned Vehicles 8165P
- Unauthorized School Bus Entry 8175
- Driver Training and Responsibility 8180
- Driver Training and Responsibilities-Responsibilities When Operating the Bus 8180P
- Use of Wireless Communication Devises by Bus Drivers 8185

Food Services 8200
- Food Service Code of Conduct 8205
- Nutrition 8210
- Food Services 8220
- Nutrition Standards 8230
- Water Consumption/Water Bottle Policy 8235
- School Meals 8240
- Unpaid School Meal Charges 8245
- Guidelines for Food and Beverage Sales 8250

Emergencies 8300
- Fire Drills and Evacuation Plans 8320
- Inspection of School Facilities / Emergency Evacuation Plan 8520

Records Management
- Records Retention 8605
- Health Insurance Portability and Accountability Act 8610

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8100**

Transportation

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

Requirements

The Charter School may provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the school and at selected pick up locations in the attendance area ;

2. Is a student with a disability, whose IEP identifies transportation as a related service; or

Homeless Students

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Foster Children

The Administrator or designee may implement the requirements for ensuring educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest). Transportation may be provided, arranged, and funded for the duration of time in foster care. These procedures must ensure the following:

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 and;

2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the Charter School will provide transportation to the school of origin if:

    A. The local child welfare agency agrees to reimburse the Charter School for the cost of this transportation;
    B. The Charter School agrees to pay for the cost of such transportation; or
    C. The Charter School and the local child welfare agency agree to share the cost of this transportation.

Safety

The Charter School shall provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students. The Charter School shall provide all experienced school bus drivers with at least ten hours of refresher school bus driving 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 Charter School 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 Administrator or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The Charter School 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; and
4. Applicable trade journals and organizations' publications.

The School shall include student transportation operations in School disaster and emergency preparedness plans and shall ensure school bus drivers are provided with training on the disaster and emergency preparedness plans.

Cross References:	3060	Education of Homeless Children
	8105	Extracurricular Transportation
	8110	Safety Busing

Legal References:	20 U.S.C. § 6312(c)	Every Student Succeeds Act Standards for School Buses and Operations
	I.C. § 33-5208	Public Charter School Financial Support
	I.D.A.P.A. 08.02.03.109.05	Special Education
Other Reference:		Federal Highway Safety Guideline 17
		Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum
IDAPA 08.02.02.004.02		Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 2025.04.17
Revised on: 2025.07.17

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS 8105

Extracurricular Transportation

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, speech, debate, music, band, student groups and/or organizations, and community activities.

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. 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.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the Charter School. 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.

Charter School employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall be made solely by the Charter School. 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.

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

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

At its discretion, the Charter School may charge fees for transportation of students 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 bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students without prior arrangement with Administration.

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, or if arrangements have been made with parents prior to departure for students to be released to another party. Such release will require a signed, dated note from the parent.

Responsibility for extracurricular transportation, when not provided by the School, will remain with the parent, who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

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 provided 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.

Cross References:	§ 8105F	Extracurricular Transportation Liability Waiver
Legal References:	I.D.A.P.A. 08.02.02.190	Program Operations
	I.D.A.P.A. 08.02.04.300	Public Charter School Responsibilities

Policy History:
Adopted on: June 18, 2015
Revised on: July 21, 2022
Reviewed on:

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8105F**

Extracurricular Transportation Liability Waiver

I, _____, parent or guardian of _____(student) hereby have chosen to provide transportation for this child TO and FROM all extracurricular activities or events for which Charter School transportation is not provided.

I understand that by signing this waiver, I take full responsibility for the transportation of this child TO and FROM all extracurricular activities and events during the 20___/20___ school year for which school transportation is not provided. I also understand that this waiver releases Legacy Charter School from any and all liability or claims regarding the transportation of this child TO and FROM extracurricular activities or events for which Charter School transportation in not provided.

_____
Signature of Parent/Guardian

_____
Date

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8110**

Safety Busing

Safety busing is the transportation of a student who lives less than 1.5 miles from school when, in the judgment of the Board of Directors, the age, health, and/or safety of the students warrants such action.

The Board will only consider requests for safety busing for students living less than 1.5 miles from school when a student walking to school would entail one or more of the following:

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 or highway permitting 50 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 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; or
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 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 students would be exposed to area of concern, age of pupils, number of pupils, traffic control signs and markings and recommendations from contracted busing company, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate "cut off" for safety busing purposes when the scoring element used indicates hazards that are "reasonable" for students to encounter during their walk to and from school. Safety busing decisions are at the discretion of the Governing Board.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an *ad hoc* supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the student's home to school, using the Board approved measuring instrument. The Administrator or designee is directed to review all existing safety busing locations at intervals of no more than three years.

Cross References:

Legal Reference: I.C. § 33-5208 Public Charter School Financial Support

Other Reference: Idaho State Board of Education, Standards for Idaho School Buses and Operations, http://www.sde.idaho.gov/student-transportation/files/forms-lists/regulations/SISBO-Manual.pdf

Policy History:
Adopted on: April 20, 2017
Revised on: April 16, 2020
Reviewed on: April 17, 2025

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8118**

Bus Stops

Establishing Bus Routes

It is the goal of the governing board to have the transportation system operate as safely and efficiently as possible.

School bus 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 serviced, availability of turn-around points, capacity of bus, and other related factors.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. A new bus stop will not be added unless a current bus stop is removed.

Policy History:
Adopted on: September 19, 2024
Revised on:
Reviewed on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8130**

Transportation of Students with Disabilities

Transportation may 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 which 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; and
4. Other services that support the student's use of transportation, such as:

    1. Special assistance, such as an aide on the bus and assistance getting on and off the bus;
    2. Safety restraints, wheelchair restraints, and child safety seats;
    3. Accommodations, such as preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route; or
    4. Training for the bus driver regarding the student's disability or special health-related needs.

The Child Study Team that 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 of the Charter School may have access to the Charter School's regular transportation system under policies and procedures applicable to all students of the Charter School. Utilizing the Charter School's regular transportation service shall be viewed as a "least restrictive environment."

Cross References:	3340 Corrective Actions and Punishment	
Legal References:	20 U.S.C. §§ 1400 – 82	Individuals with Disabilities Education Act (IDEA)
	I.D.A.P.A. 08.02.03.109.05	Special Education
Other Reference:	Idaho State Department of Education, Special Education Manual	

Policy History:

Adopted on: April 17, 2014
Revised on: April 16, 2020
Reviewed on:

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8140**

Student Conduct on Buses

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

The School 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 School-provided transportation shall have a duty and a responsibility to follow the rules laid out in this policy and any additional rules set by their bus driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

BUS RULES AND CONSEQUENCES

The following is a complete list of bus safety rules.

1. Before Boarding the Bus:
    a. Be on time at the bus stop. The bus is not permitted to wait.
    b. Stand on the sidewalk at the bus stop. If there is no sidewalk, stand on or near the curb. Stay off the street!
    c. Turn your cell phone off and store it in your backpack.
    d. On dark or cloudy days, wear bright clothing.

2. Boarding the Bus:
    a. Stay in line and board the bus quickly.
    b. Help other students; do not crowd or push anyone.
    c. Use the hand rail when going up the bus steps.
    d. Find a seat and stay in it. If needed, share the seat with another student.

3. While Riding the Bus:
    a. Talk quietly. Talking loudly is never permitted.
    b. Keep your cell phone turned off and stored in your backpack.
    c. Do what the bus driver says. The bus driver has complete authority over students riding the bus.
    d. Stay seated. When on the bus, students must stay seated for safety reasons. Turning around or standing is never permitted. Windows may be opened, but students must never lean out the windows or put arms out the window.
    e. Keep the bus clean. By keeping feet off the seat-back and putting all garbage in cans students will help make the bus safe. The Student will be responsible for any vandalism that is incurred.

f. Keep books and other personal belongings on your lap. Throwing of any material in or out of the bus is never permitted and will result in immediate suspension from the bus.
g. Know the use of the Emergency Exit. Keep aisles clean and clear at all times in case of an emergency. The back-emergency door is to be used only in the case of an emergency.

4. Getting Off the Bus:
    a. Remain seated until the bus has completely stopped.
    b. Cross the road in front of the bus, following the instructions of the driver. Do not walk out into the road between parked cars.
    c. Walk facing traffic. When leaving the bus stop, always walk on the curb facing oncoming cars. Stay on sidewalks whenever possible. Do not cross the street unless necessary.

Students need to take care of three general parts of their body while riding the school bus.

1. Mouth – Do not talk at a noise level that is distracting to the bus driver or use bad language on the bus.
2. Hands and Feet – Keep hands and feet to yourself. Does not push, hit, kick or throw things. Hands and/or feet must never be put out the window.
3. Bottom – Stay in your seat. Turning around or kneeling in your seat, or standing is not allowed.

If the student can assume responsibility of the three areas listed above and can show respect for self, other students, and the bus driver, citation will not be necessary. In the event a student violates a bus rule, the following consequences will be imposed (For students with disabilities, disciplinary procedures for bus behavior will also comply with all applicable federal and state laws and will follow the procedures outlined in the Idaho Department of Education Special Education Manual):

- 1st offense: Warning; telephone call to parents and a copy of the driver's report.
- 2nd offense: Suspension of bus riding privileges for ten (10) school days. Parents will receive a telephone call from the school and a copy of the bus citation.
- 3rd offense: Suspension of bus riding privileges for the remainder of the calendar school year.

Riding the bus is a privilege. The bus driver's report can cause suspension of any student from riding the bus. Legacy Public Charter School and/or Brown Bus Co., reserves the right to suspend bus riding privileges at any time in the case of severe misbehavior.

Students are expected to follow the same behavioral standards while riding School 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 school bus or at a school bus stop.

The Principal shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Principal 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 riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus 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 Charter School office and in the school's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and principal to correct a 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 bus privileges will be referred to the Principal or designee for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus 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 bus privileges are being revoked.

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the Individuals with Disabilities Education Act (IDEA), as amended, must be followed with regards to the student and transportation. The implications of a suspension from bus transportation depend on whether bus transportation is identified on the student's IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the Charter School provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus 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 bus.

Cross Reference: 3330 Student Discipline
8130 Transportation of Students with Disabilities

Legal Reference:	20 USC §§ 1440-82	Individuals with Disabilities Education Act (IDEA)
	29 USC § 794	Section 504 of the Rehabilitation Act of 1973- Nondiscrimination under Federal Grants and Programs
	I.C. § 33-512	Governance of Schools
	IDAP 08.02.04.300	Public Charter School Responsibilities

Other References

Code	Description
3330	Student Discipline
8110	Safety Busing
8130	Transportation of Students with Disabilities

Policy History:
Adopted on: 2025.04.17
Revised on: 2025.08.21

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8160**

Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to School 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 School 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. Prior to entering into a contract for transportation services, the School 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 School will not only take into consideration the amount of the bid. The School will also consider the skill, ability, and integrity of a contractor to do faithful and conscientious work to promptly fulfill the contract according to the letter and spirit. References may be contacted.

Legal References:	I.C. § 33-1501	Transportation Authorized
	I.C. § 33-1510	Contracts for Transportation Service

Policy History:
Adopted on: 2014.04.17
Revised on: 2020.04.16
Revised on: 2020.09.17
Revised on: 2025.07.17
Reviewed on:

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8165P**

Charter School-Owned Vehicles

Purpose

The Board of Directors adopts this policy to establish procedures, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate Charter School owned vehicles and equipment, or personal vehicles for official Charter School purposes.

Charter School Vehicles and Equipment

Authorization for Use

The Charter School employees shall operate Charter School 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 operators license for each class of vehicle or piece of equipment they are approved to operate. The Charter School may verify license status by checking motor vehicle records; and

3. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator

Employees operating Charter School vehicles and equipment shall:

1. Inspect vehicles or equipment before operating 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, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;

6. Refrain from operating any such 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 Charter School facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized under section 4 of this policy;

8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by section 4, 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 Charter School's insurance carrier. All CDL 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 Charter School fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide Charter School vehicles and equipment. Charter School material and facilities shall not be used for personal benefit;

12. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and

13. Be evaluated in connection with their use of Charter School vehicles and equipment as part of their annual job performance review.

<u>Prohibited Conduct of Vehicle/Equipment Operator</u>

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

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any Charter School 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 Charter School 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; and
5. Clearly negligent use of Charter School owned vehicles or pieces of equipment.

Any employee convicted of any of the items listed in section 3 of this procedure, regardless of whether it occurred while operating a Charter School vehicle or piece of equipment, may be permanently prohibited from operating Charter School vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

In specific instances, the Principal 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 Charter School vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Principal and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a Charter School 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 surplus property. Each sales event must be approved individually by the Board.

Accident Management Procedures

The Charter School establishes the following procedures and guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving Charter School vehicles and equipment.

1. All accidents/collisions/vandalism (herein collectively referred to as "accidents") involving Charter School 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 Charter School personnel. Failure to report an accident shall be cause for disciplinary action.

2. An employee involved in any accident while operating Charter School 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.

3. An accident report shall be completed within twenty-four (24) hours of any accident regardless of the amount of damage sustained to any Charter School vehicle or equipment.

4. All accidents shall be investigated by a designated Charter School Safety Coordinator or his or her designee.

5. All accidents involving any personal injury and/or accidents for which the estimated damages exceed one-thousand dollars ($1,000) shall be reviewed by the Safety Committee.

6. 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 questions of the Committee;

    B. The Committee shall inform the driver of their findings in a timely manner; and

    C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the Charter School Grievance Procedure.

7. 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; and

    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.

8. 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 Charter School vehicles under the instructor's supervision, as part of the Charter School Driver Education course unless a valid investigation by the Charter School or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this policy means utility vehicles and construction and lawn equipment.

"Vehicle" for purposes of this policy means buses, vans and passenger vehicles, and maintenance and delivery trucks.

Policy History:
Adopted on: December 19, 2019
Revised on:

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8175**

Unauthorized School Bus Entry

The Board of Trustees hereby instructs the Principal 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:

(a) Enters a school bus with intent to commit a crime;
(b) Enters a school bus and disrupts or interferes with the driver; or
(c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference: I.C. § 18-1522 Unauthorized School Bus Entry—Notice

Policy History:
Adopted on: June 18, 2015
Revised on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8180**

Driver Training and Responsibility

The Charter School and its school bus drivers 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.

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The Charter School shall, at the beginning of each school year, provide each driver with a copy of the School's written rules for bus drivers and for student conduct on buses.

Bus drivers shall establish proper rapport with students. Drivers should be aware that they represent the School and should present a positive image in dress, language, and manner.

Each bus driver 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; and

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.

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge. The bus driver shall have final authority and responsibility for the bus. The Executive Director shall establish written procedures for bus drivers.

Training

New Bus Drivers: All new school bus drivers shall complete a school bus training program previously approved by the Administrator or their designee. 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 School may choose to make use of the classroom and behind-the-wheel craning methods and resources developed by the State Department of Education.

Experienced Drivers: All experienced school bus drivers shall complete at least 10 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 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 School shall document that each experienced driver has attended these sessions.

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

Legal References:	49 C.F.R. § 382.105	Testing Procedures
	I.C. § 49-105	Definitions
	IC § 49-648	Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
	IC § 49-649	Compliance with Stopping Requirement at All Railroad Grade Crossings
	I.D.A.P.A. 08.02.04.300	Public Charter School Responsibilities
	I.D.A.P.A. 08.02.02.170	School Bus Drivers and Vehicle Operation
Other References:	Idaho State Department of Education, Idaho's School Bus Drivers	
	I.D.A.P.A. 08.02.02.004.02	Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 2015.06.18
Revised on: 2020.04.16
Reviewed on: 2025.07.17

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS 8180P

Driver Training and Responsibilities – Responsibilities When Operating the School Bus

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

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 Directors has determined, when approving the School 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 School 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 School;
   B. Send a school bus aide to seek help;
   C. Send at least two responsible students to make contact with the School; 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 References	**Description**
49 CFR § 382.105	Testing Procedures
IC § 49-105	Definition - Drivers Licenses
IC § 49-648	Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
IC § 49-649	Compliance with Stopping Requirement at All Railroad Grade Crossings
IDAPA 08.02.02.170	School Bus Drivers and Vehicle Operation
IDAPA 08.02.04.300	Public Charter School Responsibilities

Other References	**Description**
Idaho State Department of Education	Idaho's School Bus Drivers
IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 2025.07.17

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8185**

Use of Wireless Communication Devices by Bus Drivers

While the Board of Directors believes the use of wireless communication devices by the Charter School bus drivers is important to provide instant communication regarding emergencies as well as to convey other important Charter School information, bus drivers shall be subject to the restrictions outlined in this policy to ensure safe use of personal or Charter School wireless communication devices.

For 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, PDAs, beepers, pagers, etc.

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

Under usual circumstances, use of Charter School 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 children from home to school, from school to school, from school to home, and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, 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 Charter School and used as a two-way radio; and
4. When the school bus is parked.

Bus drivers may not use hands-free devices, unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to Charter School business while on duty.

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

Legal Reference: 48 C.F.R. § 382.82 Using A Hand-Held Mobile Telephone

Policy History:

Adopted on: June 18, 2015
Revised on: April 16, 2020
Reviewed on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8200**

Local School Wellness

The Healthy, Hunger-Free Kids Act of 2010 (42 USC § 1758b) requires that parents, students, Charter School staff, administrators, Directors, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy. This model policy is intended only as a starting point for this dialogue.

It is the goal of the Charter School 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 Charter School promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The Charter School 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 and ensures that no child is left behind.

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

The Board directs the Administrator 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 Charter School website, through dissemination of student handbooks, or in any other manner the Administrator 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 Charter School 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 Charter School 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 and 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 meal times. Fundraisers will be tracked by a designee of the Administrator in charge of compliance at that site;

3. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The Charter School 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, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);

4. 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. The Charter School will disseminate a list of healthy party ideas to parents and teachers.

   [Note: The USDA has no role in regulating foods brought from home, but Charter Schools 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 Charter School shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the Charter School may:

1. Ensure that the Charter School become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year;
3. Draft and regularly distribute a wellness newsletter for students and parents;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Provide 120 minutes of physical education per week to elementary students and to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.

8. Start a walking or physical activity club at each school;
9. Offer at least 4 after school physical activity programs;
10. Ensure students have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;
18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide Charter School 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
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

Nutrition Standards

To promote student health and reduce childhood obesity, the Charter School shall 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 Charter School shall invite parents, students, representative 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 Administrator 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 the Charter School is in compliance with the wellness policy;
2. The extent to which the Charter School's wellness policy compares to model local school wellness policies; and
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 Charter School or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

Record Retention

The Charter School 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; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Administrator shall designate one or more Charter School officials or school officials to ensure that each school complies with this policy.

Cross-References:	2310	Nutrition Education
	8230	Nutrition Standards
Legal References:	42 USC § 1758b, Section 204	Local School Wellness Policy
	42 USC § 1771 et seq.	Child Nutrition
	7 CFR Part 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 Rules Idaho State Department of Education	
	http://www.sde.idaho.gov/cnp/sch-mp/snacks.html	

Policy History:
Adopted on: 2013.12.19
Revised on: 2015.07.16
Revised on: 2015.11.19
Revised on: 2017.02.16
Revised on: 2020.04.16

Reviewed on: 2022.09.15
Reviewed on: 2023.03.14
Reviewed on: 2023.09.21
Reviewed on: 2024.09.19
Reviewed on: 2025.09.18

Legacy Charter School
NON-INSTRUCTIONAL OPERATIONS **8205**

Food Service Code of Conduct

Pursuant to 2 CFR 200.318 © (1), a code of conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by USDA Food and Nutrition Program Funds. The written standards of conduct must comply with the federal rule. At a minimum, the standards should include:

1. No employee, officer or agent of the Legacy Charter School shall participate in the selection or in the award of administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award or in any tangible personal benefit offered by the firm:
    a. The employee, officer, or agent;
    b. His or her partner;
    c. Any member of his or her immediate family;
    d. An organization which employs or is about to employ one of the above.
2. The Legacy Charter School employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, political contractors, or parties to sub-agreements. Trivial benefits not to exceed a value of fifty dollars ($50.00) incidental to personal, professional or business contracts and involving no substantial risk of undermining official impartiality may be permitted.
3. Penalties for violations of the standards of code of conduct of the Legacy Charter School's Child Nutrition Program may include any or all of the following:
    a. Reprimand or other disciplinary action by Board or Business Owner
    b. Dismissal by Board or Business Owner
    c. Additional legal action necessary

This institution is an equal opportunity provider

Policy History:
Adopted on: July 21, 2022

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8210**

Charter School Nutrition Committee

With the purposes of monitoring the implementation of the Charter School's wellness policies, evaluating policy progress, serving as a resource to school site, and revising the policies as necessary, a Charter School committee is hereby established to develop, implement, monitor, and review the Charter School's 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 1 time annually for continued assessment.

Committee membership will consist of:

1. The Charter School food service coordinator;
2. A school health professional, such as a dietician;
3. A parent representative;
4. A student representative;
5. A member of the general public;
6. A staff member representative;
7. An administrative representative as committee co-chair; and
8. 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 Charter School's wellness policies, the Charter School will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of this assessment will be compiled to identify and prioritize needs.

Monitoring

The Administrator or designee will ensure compliance with established Charter School nutrition and physical activity wellness policies. As appropriate, the designee with authority will ensure compliance with those policies in his or her school and will report on the school's compliance with the Administrator or designee.

School food service staff will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Administrator.

The Administrator or designee will develop a summary report every three (3) years on compliance with the Charter School's established nutrition and physical activity wellness policies. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, the Administrator, and school health services personnel in the Charter School.

Legal Reference:

42 USC § 1758b, Section 204	Local School Wellness Policy
42 USC § 1771 et seq.	Child Nutrition
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: April 17, 2014
Revised on: June 21, 2018
Revised on: April 16, 2020
Reviewed on: March 14, 2023

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8220**

Food Services

The Charter School supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing, and nutritious meals for children in the Charter School. Because of potential liability to the Charter School, the foodservices program shall not accept donations of food without the approval of the Board of Directors 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 Principal 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 Charter School shall promote activities to involve students and parents in the school lunch program. 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.

United States Department of Agriculture (USDA) Foods

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

Qualifications of Charter School Food Service Staff

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

Free and Reduced Price Food Services

The Charter School shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP). The Charter School 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. A parent has the right to appeal any decision with respect to his or her 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 fifty percent (50%) of the Charter School's students are eligible for free or reduced-price school meals, the Charter 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: November 19, 2015
Reviewed on: March 14, 2023

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS 8230

Nutrition Standards

The Charter School 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 Charter School 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 Charter School 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 Charter School 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: The School shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: The School shall eliminate foods containing trans-fat on the nutrition label.

Whole Grains: All grain offerings shall be whole grain rich.

Fruits and Vegetables: The School shall offer, at a minimum, one fruit on all points of service for breakfast. The School shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. The School shall offer a variety of fresh fruits and vegetables when possible.

Milk: The School shall offer fat-free and low-fat unflavored milk at all points of service. The School may not sell 2% and whole milk. Flavored milk offerings must be low fat or skim milk.

Water: The School shall make water available to students during meal service free of charge.

Legumes: The School shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups.

Sodium: The School shall limit sodium to meet NSLP and SBP standards.

Condiments: The School shall not have salt shakers or packets available. The School shall not have sugar dispensers or packets available. The School shall accurately reflect condiment usage

in nutrient analysis and on production records. The School is encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross References:	2305	Nutrition Services
	8250	Guidelines for Food and Beverages Sales
Legal References:	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

Other Reference: Smart Snacks, Idaho State Department of Education
https://www.sde.idaho.gov/cnp/sch-mp/snacks.html

Policy History:
Adopted on: November 19, 2015
Revised on: February 16, 2017
Revised on: December 19, 2019
Revised on: April 16, 2020
Reviewed on: March 14, 2023

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8235**

Water Consumption/Water Bottle Policy

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. Students shall be encouraged to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

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 be clear and 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; and
7. Water bottles may not be re-filled during classroom instruction, unless directed by the supervising teacher.

Policy History:
Adopted on: April 19, 2018
Revised on: September 17, 2020
Reviewed on: March 14, 2023

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8240**

School Meals

This policy supports the mission of the Charter School, 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; and

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, the Charter School 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; and
2. The Board encourages schools to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling Recommendations

The Charter School, 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 PM;
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; and
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 References:	42 U.S.C. § 1751 *et seq*.	National School Lunch Act
	7 CFR Part 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule

Policy History:
Adopted on: November 19, 2015
Revised on: April 16, 2020
Reviewed on: March 14, 2023

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8245**

Unpaid School Meal Charges

The Charter School adopts the following policy to ensure Charter School 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.

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than $20 to his or her school meal account. Students may charge breakfasts and/or lunches up to the maximum amount. Charging of a la carte or extra items to a student's account will not be permitted.

Students who have charged the maximum amount allowed will not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

Students who have charged the maximum amount and cannot pay out of pocket for a meal will be provided an alternate meal which meets the federal requirements for reimbursement. Alternate meals shall be provided for **breakfasts and/or lunches**. This meal shall be provided at **no cost.**

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The Charter School via the myschoolbucks app will make reasonable efforts to notify families when meal account balances reach ___5.00_____ dollars, prior to going into a negative balance. If an account does have a negative balance, additional communications will be advanced to the family in order to seek payment for the negative fund balance and to re-establish a positive account balance for the student's use. At least one written warning shall be provided to a student and his or her parent or guardian prior to denying meals for exceeding the Charter School's charge limit. Families will be notified by **email through myschoolbucks, letters sent home with children on Mondays, and then a phone call from an administrator.**

If payment of the negative balance is not received within __90___ days of the maximum charge limit being attained, the debt will be turned over to the Principal or the Principal's designee for collection. If the debt is not paid within __175___ days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from

sources such as the Charter School's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by

1. Bringing payment to the school OR Charter School office;
2. Making payments on myschoolbucks.com

Notification

The Charter School 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 Charter School at the time of transfer. All Charter School 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 Charter School may also make this policy available in student handbooks, on the Charter School 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 Charter School 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; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

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

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Policy History:
Adopted on: 2026.07.16
Revised on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8250**

Guidelines for Food and Beverages Sales

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The Charter School encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. All foods will adhere to Smart Snack regulations, unless approved by an administrator as an exemption.

Elementary Students

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, vegetables, and whole grains.

Middle/Junior High and High Students

In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day will meet the nutrition standards found in the Smart Snacks in Schools regulations.

Vending Machines

The Board of Directors has determined that there shall be no installations of vending machines except as approved by the Administrator. The Administrator will have the authority to determine whether such machines may be installed, where they will be placed, and during which hours they might be used. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations and documentation of compliance shall be retained.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage and will meet the standards of the Smart Snacks in Schools regulations. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The School will disseminate a list of healthful snack items to teachers, after- school program personnel, and parents. The School will also use the Smart Snacks calculator.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Fundraising Activities and Concessions

Any fundraising requires administrative approval and will be tracked by event.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there, must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school through fundraisers exempted as outlined above, include healthy food choices as well.

Organizations operating concessions at school functions should include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower price to encourage selection by students. If these foods and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

School-Sponsored Events

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

Cross Reference:

Legal Reference:	7 CFR Part 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule
Other Reference:	Idaho State Department of Education, Smart Snacks (available at: https://www.sde.idaho.gov/cnp/sch-mp/snacks.html)	

Policy History:
Adopted on: November 19, 2015
Revised on: February 16, 2017
Revised on: April 16, 2020
Reviewed on: March 14, 2023

Legacy Charter School

NONINSTRUCTIONAL OPERATIONS **8300**

Emergency & Disaster Preparedness

The Governing Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop 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 to be prepared should such an emergency occur.

Development of Crisis Management Plan

The Charter School will develop and maintain a Crisis Management Plan to act as a guide for the school Governing Board, administration, staff, students, parents, and community members to address potential crisis in the school.

The Crisis Management Plan will provide procedures for the school and will be used prior to, during, or after any emergency situation.

The principal or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the principal and will be maintained by the principal working in conjunction with the Canyon County Sheriff's Department. The principal shall provide in-service training on plan implementation.

Cross Reference: 8520 Inspection of School Facilities / Emergency Evacuation Plan
Legal Reference:

Policy History:
Adopted on: April 17, 2014
Revised on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8320**

Fire Drills and Evacuation Plans

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; and
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 School shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The School will cooperate and coordinate with city, county, and State emergency personnel. The School shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the School office as well as in every school building. The Plan will be provided to each staff member at the beginning of the school year. In addition, the School will educate parents and patrons in the School by 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 or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for use of elevators to evacuate, if applicable;
4. Procedures for accounting for employees and occupants after the evacuation has been completed;
5. Identification and assignment of personnel responsible for rescue or emergency medical aid;
6. The preferred and any alternative means of notifying occupants of a fire or emergency;
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
9. 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 or for a defend-in-place response (if applicable);

3. Site plans indicating the following:

    A. The occupancy assembly point;
    B. The location of fire hydrants; and
    C. The normal routes of fire department vehicle access

4. 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; and
    J. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

<u>In the Event of a Fire</u>

All incidents of unintentional fires will be reported to the Administrator whether or not fire department response is required. The Administrator will ensure that all 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 emergency evacuation routes for their work area, the location of the fire exit windows, etc.

Do not use any elevators in the event of a fire except as authorized by the fire safety plan.

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 Administrator.

    A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the Administrator.

    B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the Administrator. 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 References:	I.C. § 41-253	Statement of Purpose — Adoption of International Fire Code
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline
	I.D.A.P.A. 18	Rules of the Idaho Department of Insurance
	2018 International Fire Code	

Policy History:
Adopted on: March 22, 2022
Revised on:
Reviewed on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8520**

Inspection of School Facilities

To ensure the safety and health of children and staff, the Charter School shall, at least once a year, subject the facilities of the Charter School to an independent 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 Directors 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 Administrator 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
Legal Reference:	I.C. § 33-1613	Courses of Instruction - Safe Public School Facilities Required
	I.D.A.P.A. 08.02.04.300	Public Charter School Responsibilities

Policy History:
Adopted on: April 17, 2014
Revised on: March 22, 2022
Reviewed on:

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8605**

Retention of Charter School Records

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

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

The Charter School's Public Records Custodian[s] shall work in conjunction with the Charter School's Technology department to assure that the school's staff is aware of the routine destruction of electronic Charter School records, including emails, such that they are able to assure that the Charter School'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 Charter School's employees need to retain Charter School records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the Charter School's routine electronic records destruction and/or notify the technology personnel of the Charter School 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 Charter School records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The Charter School 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 Charter School will store emails for a maximum period of Thirty (30) days. All email will be automatically deleted from the Charter School's system at the end of this retention period. It is the responsibility of every School employee to assure that Charter School 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 Charter School documents accordingly could serve as a basis for discipline, up to and including possible termination.

School employees and Board Members are directed to retain text messages and other electronic messages related to School business for a period of Thirty (30) days.

Suspending Destruction of Official Records

The Charter School 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 Charter School receives a public records request;
2. If the Charter School believes that an investigation or litigation is imminent; or
3. If the Charter School is notified that an investigation or litigation has commenced.

The Public Records Custodians and Administrators 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 Administrator 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 Charter School.

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

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
ADMINISTRATION—ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING	**PM**	**CO, SB**
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	**3 yr**	**CO, SB**
ADMINISTRATION – Authorizing Entity communications, and agreements	**AC + 8 yr**	**CO**
ADMINISTRATION – Charter and all approved amendments; sufficiency review documentation and approvals	**PM**	**CO**
ADMINISTRATION – Corporate documents – Articles of Incorporation, Bylaws and any approved amendments to same.	**PM**	**CO**
ADMINISTRATION—CONTRACTS FOR THE	**PM**	**CO**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
SALE AND PURCHASE OF REAL PROPERTY		
ADMINISTRATION—CONTRACTS AND LEASES	**AC +6 yr**	**CO**
ADMINISTRATION—GENERAL CORRESPONDENCE	**3 yr**	**CO, SB**
ADMINISTRATION—DONATION/GIFT RECORDS	**PM**	**CO, SB**
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	**PM**	**CO**
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meetings	**PM—Restricted Access**	**CO**
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	**PM**	**CO, SB, CM, CT**
ADMINISTRATION – Corporate filings with Idaho Secretary of State's Office	**PM**	**CO**
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	**AC+3 yr**	**CO, SB**
ADMINISTRATION—OFFICIAL STATE DEPARTMENT AND PUBLIC CHARTER COMMISSION REPORTS	**PM**	**CO**
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	**PM**	**CO**
ANNUAL REPORTS	**PM**	**CO**
ANNUAL REPORTS – Performance Certificate	**PM**	**CO**
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 schedules and lists of participants; and related correspondence and documentation.	**PM**	**CO**
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.	**CO**
BOARD RECORDS—Series documents the official proceedings of the board meetings. Records may include meeting notices; items for Board action; Board packets,	**PM**	**CO**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
policies for approval, contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.		
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**	**CO**
EQUIPMENT-HISTORY FILE—Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	**LA+3 yr**	**CO, CM, CT**
EQUIPMENT MANUALS—Instruction and operating manuals	**LA**	**CO, SB, CM, CT**
EQUIPMENT WARRANTIES	**AC+1 yr**	**CO, SB, CM, CT**
FACILITIES OPERATIONS-APPRAISALS—Building or property	**3 yr**	**CO**
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS—Includes architectural and engineering drawings, etc.	**PM** For leased structures retain AC+2	**CO, CM**
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**	**CO, SB, CM**
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	**FE+3 yr**	**CO, SB, CM, CT**
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property	**PM**	**CO**
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs	**US+3 yr**	**CO, SB, CM**
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	**CO, SB, CM**
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	**PM**	**CO, CM**
FACILITY OPERATIONS-UTILITY USAGE REPORTS	**1 yr**	**CO, CM**
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	**1 yr**	**CO, CT**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	**FE+3 yr**	**CO, SB**
FISCAL-ANNUAL FINANCIAL REPORTS	**PM**	**CO, SB, CM, CT**
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	**FE+4 yr**	**CO**
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISIONS	**FE+3 yr**	**CO, SB, CM, CT**
FISCAL-APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request	**FE+3 yr**	**CO, SB, CM, CT**
FISCAL-FINAL AUDIT REPORTS	**PM**	**CO, SB**
FISCAL-BANK STATEMENTS	**FE+3 yr**	**CO, SB**
FISCAL—PAYMENT RECORDS AND SUMMARIES	**FE+2 yr**	**CO, SB, CM, CT**
FISCAL-CANCELLED CHECKS—Stubs/Warrants/Drafts	**FE+3 yr**	**CO, SB**
FISCAL-CAPITAL ASSET RECORDS	**LA+3 yr**	**CO, SB, CM, CT**
FISCAL-CASH RECORDS—Cash deposit slips; cash receipts log	**FE+3 yr**	**CO, SB**
FISCAL-DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property	**PM**	**CO**
FISCAL-detail chart of accounts—One for all accounts in use for a fiscal year	**FE+3 yr**	**CO, SB**
FISCAL-EXPENDITURE JOURNAL OR REGISTER	**FE+3 yr**	**CO, SB**
FISCAL-EXPENDITURE VOUCHERS—Travel, payroll, etc.	**FE+3 yr**	**CO, SB, CM, CT**
FISCAL-EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.	**AC+6 yr** **AC= Termination of employment**	**CO, SB, CM, CT**
FISCAL-FEDERAL TAX RECORDS—Includes FICA records	**PM**	**CO**
FISCAL-FEDERAL FUNDING RECORDS—Title I; Chapter 2; IDEA Part B	**FE+5 yr** Or until all pending audits or reviews are completed	**CO**
FISCAL—FEDERAL—USDA	**AC+3 yr** AC=submission of final expenditure	**CO**
FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	**FE+3 yr**	**CO, SB**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
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	**CO, SB**
FISCAL-INSURANCE CLAIM FILES	**AC+3 yr** AC=Resolution of claim	**CO**
FISCAL-INSURANCE POLICIES—all types	**AC+6 yr** AC=expiration or termination of policy according to its terms	**CO**
FISCAL-LONG-TERM LIABILITY RECORDS—Bonds, etc	**AC+4 yr** AC=retirement of debt	**CO**
FISCAL – All Tax Exempt filings for non-profit Corporate Status, including all documentation submitted to obtain non-profit corporate status.	**PM**	**CO**
FISCAL-RECEIPTS JOURNAL OR REGISTER	**FE+3 yr**	**CO, SB, CM, CT**
FISCAL-RECONCILIATIONS	**FE+3 yr**	**CO, SB**
FISCAL-REIMBURSABLE ACTIVITIES—Requests and approval for reimbursed expenses for travel, training, etc.	**FE+3 yr**	**CO, SB**
FISCAL-RETURNED CHECKS—Uncollectable warrants or drafts	**AC+3 yr** AC=After deemed uncollectible	**CO, SB**
FISCAL-SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	**US+FE+3 yr**	**CO**
LEGAL-LITIGATION FILES--	**PM** CAUTION: May contain attorney-client privileged information	**CO, SB, CM, CT**
LEGAL-OPEN RECORDS REQUESTS—documentation relating to approved or denied requests for records under Idaho Public Records Law	**PM**	**CO**
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	**CO, SB**
INSTRUCTIONAL—Distance learning instruction that is recorded by the School. Such recording is not required by this policy.	**Until one month following the end of the semester/trimester.**	**Electronic**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
INSTRUCTIONAL—Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	**5 years after last use.**	**SB**
NEWS OR PRESS RELEASES	**PM**	**CO, SB**
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	**AC+6 yr** **AC=Termination of employment**	**CO, SB, CM, CT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, etc. required by employment advertisement	**AC+5 yr** AC=Termination of employment	**CO, SB, CM, CT**
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED—Applications, resumes, etc. required by employment advertisement	**AC+2 yr** AC=Date position is filled	**CO, SB, CM, CT**
PERSONNEL-BENEFIT PLANS	**PM if current,** **US+6 yr**	**CO**
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	**CO, SB, CM, CT**
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.	**CO, SB, CM, CT**
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION—those actions that affect pay or status. They include demotion, dismissal, etc.	**PM**	**CO, SB, CM, CT**
PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which administration has sought such statements	**PM**	**CO, SB, CM, CT**
PERSONNEL-EMPLOYEE BENEFITS—documents relating to selection of benefits other than insurance	**AC+6 yr** **AC= Termination of employment**	**CO**
PERSONNEL-EMPLOYEE COUNSELING RECORDS—Notes, etc. relating to job-specific counseling	**PM**	**CO, SB, CM, CT**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
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.	**CO**
PERSONNEL-EMPLOYEE EARNINGS RECORDS	**PM**	**CO**
PERSONNEL-EMPLOYEE INSURANCE RECORDS—School copy of selection records by employees of insurance offered by the School	**AC+6 yr if current** **AC= Termination of employment,** **US+ 5 yr**	**CO**
PERSONNEL-EMPLOYEE RECOGNITION RECORDS—Awards, incentives, etc.	**PM**	**CO, SB, CM, CT**
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	**2 yr**	**CO**
PERSONNEL-EMPLOYMENT CONTRACTS	**Original dates of hire +50 yr**	**CO**
PERSONNEL-EMPLOYMENT ELIGIBILITY—Documentation or verification of Federal report form INS I-9	**PM**	**CO**
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	**CO, SB, CM, CT**
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS—minimum information includes name, social security number, exact dates of employment and last known address	**PM**	**CO**
PERSONNEL-GRIEVANCE RECORDS—review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	**PM**	**CO, SB, CM, CT**
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS—criminal history record information on job applications	**PM**	**CO**
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION—any document detailing duties of positions on position-by-position basis	**US+8 yr**	**CO, SB, CM, CT**
PERSONNEL-LEAVE STATUS REPORT—cumulative report for each pay cycle showing leave status	**FE+3 yr**	**CO**
PERSONNEL-LIABILITY RELEASE FORM—statements of employees, patrons, etc. who have released the School from liability	**PM**	**CO**
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	**PM**	**CO, CT**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	**5 yr**	**CO, SB, CM, CT**
PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	**AC+6 yr if current** **AC= Termination of employment** **US+3 yr**	**CO**
PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION---used to adjust gross pay, FICA, retirement or compute taxes	**AC+6 yr if current** **AC= Termination of employment** **US+3 yr**	**CO**
PERSONNEL-PAYROLL-Garnishment agreements and related revisions	**AC+3 yr** **AC= Termination of employment**	**CO**
PERSONNEL-PERFORMANCE EVALUATION	**PM**	**CO. SB, CM, CT**
PERSONNEL-PERSI ENROLLMENT FILE	**PM**	**CO**
PERSONNEL-PERSI RECORD OF HOURS WORKED—Irregular help, half-time or greater	**Date of hire +50 yr**	**CO**
PERSONNEL-PERSI TERMINATION RECORD	**PM**	**CO**
PERSONNEL-PERSONNEL INFORMATION—documents that officially change pay, titles, benefits, etc.	**PM**	**CO**
PERSONNEL-POLICY AND PROCEDURES MANUAL—any manual, etc. that establishes standard employment procedures	**PM**	**CO, SB, CM, CT**
PERSONNEL-RESUME-UNSOLICITED	**1 yr**	**CO, SB, CM, CT**
PERSONNEL-SICK LEAVE POOL DOCUMENTATION—requests submitted, approvals, number of hours transferred in an out, etc.	**LA+3 yr**	**CO**
PERSONNEL-TIME CARD AND TIME SHEET	**PM**	**CO, SB, CM, CT**
PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	**5 yr**	**CO, SB, CM, CT**
PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—records documenting training, testing, or continued education	**PM**	**CO, SB, CM, CT**
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	**5 yr**	**CO**
PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	**AC+5 yr**	**CO**
PERSONNEL-W-2 & W-4 FORMS	**5 yr from date of termination**	**CO**
PERSONNEL—WORKER'S COMPENSATION POLICIES	**AC+10 yr** AC=expiration of policy	**CO**
PROCUREMENT-PERFORMANCE BOND—bonds posted by individuals or entities under contract with School	**PM**	**CO**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation
RECORDS DESCRIPTION	**RETENTION PERIOD**	
PROCUREMENT-PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	**FE+3 yr**	**CO, SB, CM, CT**
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.	**CO, CM, CT**
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	**PM**	**CO, SB, CM, CT**
SAFETY-ACCIDENT REPORTS	**8 yrs*** For Minors, 8 yrs after minor reaches age of 18	**CO, SB, CM, CT**
SAFETY- OCCUPATIONAL INJURY RECORDS	**AC+3 yr** **AC= Termination of employment**	**CO, SB, CM, CT**
SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	**PM**	**CO, SB, CM, CT**
SAFETY-EVACUATION PLANS	**PM**	**CO, SB**
SAFETY-FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	**AC+6 yr** AC=deficiency corrected	**CO, SB, CM**
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**	**CO, CM**
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)	**CO, SB, CM, CT**
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.	**CO, SB, CM**
SAFETY-MATERIAL DATA SAFETY SHEETS	**30 yrs after the end of use of the substance**	**CO, CM**
SAFETY-WORKPLACE CHEMICAL LISTS	**30 yr**	**CO, SB, CM**

SCHOOL 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	**CO** – Charter Office **SB** – School Buildings **CM** –Charter Maintenance **CT** –Charter Transportation

RECORDS DESCRIPTION	RETENTION PERIOD	
STUDENTS – Lottery process records including advertisements and notices, submitted student lottery requests and lottery results.	**FE + 8 yr**	**CO, SB**
STUDENTS-EDUCATION RECORDS—Students' name, birth date, last address, dates of attendance, graduation date and grades earned	**As described in Procedure 3570P.**	**CO, SB**
STUDENTS-SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs	**FE+6 yr except as specified in Policy 3570P**	**CO, SB**
STUDENTS-MEDICAID RECORDS-claims, reimbursements, and supporting documentation	**FE +5 yr**	**CO, SB**
VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	**LA+1 yr**	**CO, CT**
VEHICLE-TITLE AND REGISTRATION	**1 yr**	**CO, CT**
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	**CO, SB**
WEBSITE/WEB PAGES—INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	**PM**	**CO, SB**

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

Cross References:	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: April 17, 2014
Revised on: February 18, 2016
Revised on: September 15, 2016
Revised on: November 15, 2018
Revised on: April 16, 2020
Revised on: March 3, 2021
Revised on: August 19, 2021
Revised on: March 22, 2022

Legacy Charter School

NON-INSTRUCTIONAL OPERATIONS **8610**

Health Insurance Portability and Accountability Act

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 Charter School 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 Charter School will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, because the Charter School 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 Charter School 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 Charter School 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 Charter School.

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 Administrator will designate an individual responsible for responding to HIPAA inquires, complaints and for providing adequate notice of employee rights and Charter School 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 Charter School.

Training will be provided to all current staff and new employees determined by the Charter School 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 Charter School's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established Charter School 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 Charter School 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 Administrator will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the Charter School that the protected health information it receives from the Charter School will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the Charter School'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 Administrator is directed to ensure an assessment of Charter School operations is conducted to determine the extent of the Charter School'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 Charter School'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 Charter School procedures, the Administrator shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented, and notification is made to staff and others, as appropriate.

This policy and any other policies, procedures, or directions relating to the implementation of the Health Insurance Portability and Accountability Act of 1996 are to be documented in written form. This documentation may be electronic. Such records are to be retained for at least six years following their creation or last date effective, whichever is later. These documents will be made available to those responsible for implementing the procedures to which the documentation pertains.

This documentation shall be reviewed periodically, and updated as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Legal References: P.L. 104-191, 42 U.S.C. 1320d-1320d-8	Health Insurance Portability and Accountability Act of 1996
45 C.F.R. Subchapter C	Administrative Data Standards and Related Requirements (Implementing HIPAA)
45 C.F.R. § 164.316(b)	Administrative Data Standards and Related Requirements

	(Implementing HIPAA) - Documentation and Implementation Standards
29 C.F.R 164.316b	Health Insurance Portability and Accountability Act of 1996
20 U.S.C. Section 1232g; 34 CFR Part 99	Family Educational Rights and Privacy Act
IDAPA 08.02.04.300	Public Charter School Responsibilities

Policy History
Adopted on: April 17, 2014
Revised on: April 16, 2020
Reviewed on: