

**MEMORANDUM**

**To:** Board of Trustees

Twin Falls School District 411

**From:** Eva Craner, Director of Public Relations

**Re:** Policy Updates

**Date:** February 10, 2020

**Second Reading:**

**ISBA Updates:**

2315 Physical Activity Opportunities and Physical Education

2700P High School Graduation Requirements

3010 Open Enrollment

3450F Student Vehicle Parking Model Form NEW

7400P3 Requirements and Restrictions for Procurement

7455 Debarment and Suspension NEW

**Administrative Updates:**

1240 Duties of Individual Trustees

5460 Workers' Compensation Benefits

5460P Workers' Compensation Benefits REMOVE

**Daily Physical Education (P.E.) K-12:** The District shall strive to provide an amount of PE instruction consistent with the NASPE recommendations, to the extent feasible. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement except as provided in procedure 2700P. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Integrating Physical Activity into the Classroom Setting:** For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate

**Daily Recess:** All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.



**Cross Reference:** 8200 Local School Wellness ~~Healthy Lifestyles~~

**Legal Reference:** I.C. § 33-512 Governance of Schools

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

**Twin Falls and Canyon Ridge H.S.  
Graduation Requirements**

Content Area	
Core of Instruction	<b>36 credits (minimum)</b>
Electives	<b>18 credits (minimum)</b>
Total Credits	<b>52 credits (minimum)</b>
Language Arts <i>(English – 8 credits and Speech – 1 credit)</i>	<p style="text-align: center;"><b>9 credits</b></p> <ul style="list-style-type: none"> <li>• Classes must be taken over 4 years and must include:               <ul style="list-style-type: none"> <li>○ English 9/Honors English 9 - 2 credits</li> <li>○ English 10/Honors English 10 – 2 credits</li> <li>○ English 11/Advanced Placement English 11 – 2 credits</li> <li>○ English 12/ Advanced Placement English 12 – 2 credits</li> <li>○ Speech – 1 credit</li> </ul> </li> </ul>
Mathematics	<p style="text-align: center;"><b>6 credits</b></p> <ul style="list-style-type: none"> <li>• Algebra I (or meets Algebra I standards) – 2 credits AND</li> <li>• Geometry (or meets Geometry standards) – 2 credits OR</li> <li>• Integrated Math I – 2 credits AND</li> <li>• Integrated Math II – 2 credits <i>The combination of Integrated Math I and II meet the standards of Algebra and Geometry</i></li> <li>• Secondary Mathematics of the student’s choice – 2 credits</li> <li>• 2 credits must be taken in the last year of high school in which the student intends to graduate unless the student has:               <ol style="list-style-type: none"> <li>1. Earned 8 or more high school credits of mathematics that include Algebra II or higher level of mathematics before their senior year; and</li> <li>2. Has completed 6 or more high school math credits prior to the fall of their last year of high school, including 2 semesters of an Advanced Placement or Dual Credit Calculus or higher level course</li> </ol> </li> </ul> <p>For the purposes of this procedure, the last year of high school shall include the summer preceding the fall start of classes. <del>Students who have completed six (6) credits of math prior to the fall of their last year of high school, including at least two (2) semesters of an Advanced Placement or dual credit calculus or higher level course, are exempt from taking math during their last</del></p>

	<p><del>year of high school.</del> High school math credits completed in middle school shall count for the purposes of this section.</p> <ul style="list-style-type: none"> <li>• Students who return to school during the summer or the following fall of the next year for less than a full schedule of courses due to failing to pass a course other than math are not required to retake a math course as long as they have earned six credits of high school level mathematics.</li> <li>• Dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit computer science courses may be counted as a mathematics credit if the student has completed Algebra II (or equivalent integrated mathematics) standards.</li> </ul> <p><i>*Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit</i></p>
Science	<p style="text-align: center;"><b>6 credits</b></p> <ul style="list-style-type: none"> <li>• 4 credits shall be laboratory sciences</li> </ul>
Social Studies (Must include U.S. History – 4 credits, and American Government – 2 credits)	<p style="text-align: center;"><b>7 credits</b></p> <ul style="list-style-type: none"> <li>• Students must pass the U.S. citizenship test</li> <li>• History (9<sup>th</sup> grade) – 1 credit</li> <li>• U.S. History (10<sup>th</sup> grade) – 2 credits</li> <li>• U.S. History/Advanced Placement U.S. History (11<sup>th</sup> grade) 2 credits</li> <li>• American Government/ Advanced Placement American Government (12<sup>th</sup> grade) 2 credits</li> </ul>
Marketing Economics/Macro Economics	<p style="text-align: center;"><b>1 credit</b></p>
Humanities (Interdisciplinary Humanities, Fine Arts or Foreign Language)	<p style="text-align: center;"><b>2 credits</b></p> <ul style="list-style-type: none"> <li>• 2 consecutive years of world language are encouraged</li> <li>• The following courses will satisfy the two (2) humanities credits: 2D &amp; 3D Design, Pottery I II &amp; III, Digital Imaging, Bella Voce, Concert Choir, Chamber Singers, Symphony Band, Orchestra, World Language, Creative Writing I &amp; II, Drawing &amp; Painting I, II, III, and IV, Studio Art III and IV, Digital Art and Design I, II, III, and IV, Wind Ensemble, Varsity Band, Theater I, II, and III, Studio V, Production and Design.</li> </ul>
Electives	<p style="text-align: center;"><b>16 credits</b></p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade transitions course (may be listed as different names at each high school) – 2 credits</li> </ul>
Computer Electives	<p style="text-align: center;"><b>2 Credits</b></p> <ul style="list-style-type: none"> <li>• Beginning Office (or meets the Beginning Office standards) 1 credit</li> </ul>

	<ul style="list-style-type: none"> <li>The second credit may be earned from a list of courses determined by the principals and department leaders. The list of courses will be published each year in the registration handbook.</li> </ul>
Health and PE	<p style="text-align: center;"><b>3 credits</b></p> <ul style="list-style-type: none"> <li>Health – 1 credit</li> <li>Each student shall receive a minimum of one (1) class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health course.</li> <li>PE – 2 credits</li> <li>One PE credit must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade</li> <li>Students participating in one (1) season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the local school district, or 18 weeks of a sport recognized by the local school district may choose to substitute participation up to one (1) credit of physical education.</li> </ul>
Postsecondary Readiness Plan	4-Year Learning Plan at the end of 8th grade
Advanced Opportunities	<b>Districts must offer at least one Advanced Opportunity such as:</b> Dual Enrollment Advanced Placement Career Technical Education
Senior Project	Required to include an oral presentation and written report by the end of grade 12.
College Entrance Exam	Take either the ACT or SAT by the end of grade 11.
ISAT	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, Language Usage and Science.
Middle School	Must take pre-algebra before entering 9th grade.

**Magic Valley H.S.  
Graduation Requirements**

<b>Content Area</b>	
Core of Instruction	<b>29 credits (minimum)</b>
Electives	<b>17 credits (minimum)</b>
Total Credits	<b>46 credits (minimum)</b>
Language Arts ( <i>English – 8 credits and Speech – 1 credit</i> )	<b>9 credits</b> (Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district.)
Mathematics	<b>6 credits</b>

	Including courses that meet Algebra I and Geometry standards; 2 credits must be taken in last year of high school.
Science	<b>6 credits</b> (4 laboratory sciences)
Social Studies ( <i>US History, Economics and American Government</i> )	<b>5 credits</b> Students must pass the U.S. citizenship test <del>beginning with the</del> <del>class of 2017.</del>
Humanities ( <i>Interdisciplinary Humanities, Fine Arts or Foreign Language</i> )	<b>2 credits</b>
Health and PE	<b>1 credit of Health</b>
Postsecondary Readiness Plan	4-Year Learning Plan at the end of 8 <sup>th</sup> grade
Advanced Opportunities	<b>Districts must offer at least one Advanced Opportunity such as:</b> Dual Enrollment Advanced Placement Tech Prep
Senior Project	Required to include an oral presentation and written report by the end of grade 12.
College Entrance Exam	Take either the ACT or SAT by the end of grade 11.
ISAT	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, Language Usage and Science.
Middle School	Must take pre-algebra before entering 9 <sup>th</sup> grade.

### Mastery

Students may achieve credits by demonstrating mastery of a subject's content standards as defined and approved by the District.

The Superintendent or designee will appoint a committee to develop a process whereby students may be awarded credit upon having demonstrated mastery of a subject's content standards.

### Course Load

All students will be required to register for at least 6.5 credits per semester to be eligible for a diploma.

In hardship cases, a parent/guardian may petition the Board, through the high school principal, to allow his/her son/daughter to take less than the required number of classes during any given semester.

### Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the ninth grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content who meets the federal definition of highly qualified for that course, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, except those exempted by IDAPA 08.02.03.105.01.d.iii or unless the student is a participant in the Advanced Opportunities Program.

### College Entrance Examination

A student must take one of the following college entrance or placement examinations before the end of the student's eleventh grade year: ACT or SAT.

A student may elect an exemption in their eleventh (11<sup>th</sup>) grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests; or
2. Enrolled in a Limited English Proficient program for three (3) academic years or less; or
3. Enrolled for the first time in grade twelve (12) at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Receiving special education services through a current Individualized Education Plan (IEP), in which case the student may utilize an alternate placement exam in lieu of the SAT or ACT.

A student who misses the statewide administration of the college exam during the student's eleventh (11<sup>th</sup>) grade year may instead take the examination during his or her twelfth (12<sup>th</sup>) grade year if the student:

1. Transferred to an Idaho school district during his or her eleventh (11<sup>th</sup>) grade year; or
2. Was homeschooled during his or her eleventh (11<sup>th</sup>) grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

### Senior Project

A student shall complete a senior project that includes a research paper and oral presentation by the end of grade twelve (12). Senior projects may be multi-year projects, group or individual

projects, or approved pre-internship or school-to-work internship programs at the discretion of the District. The project must include elements of research, development of a thesis using experiential learning or integrated project-based learning experiences, and a presentation of the outcome. **Additional requirements for the senior project are the discretion of the District.**

Completion of a postsecondary certificate or degree at the time of high school graduation or an approved pre-internship or internship program may be used to satisfy this requirement with prior approval from the school administration.

### Idaho Standards Achievement Test (ISAT)

Students must take the Idaho Standards Achievement Test (ISAT) during a student's 10<sup>th</sup> grade year and (starting with the class of 2022) receive a proficient score as defined by Idaho Standards Achievement Test's Achievement Level Descriptors.

If the student does not attain the required score during their 10<sup>th</sup> grade year they will take the Idaho Standards Achievement Test (ISAT) in their 11<sup>th</sup> grade year and must receive the proficient score, as defined above unless the student is exempt under the following conditions:

- a. The student has an Individualized Education Program (IEP) that outlines alternate requirements for graduation or adaptations are recommended on the test; or
- b. The student is considered an Limited English Proficiency (LEP) student through a score determined on a language proficiency test and has been in an LEP program for three (3) academic years or less; or
- c. The student received a proficient or advanced score on an exit exam from another state that requires a standards-based exam for graduation. Such state exit exams must be approved by the state board of education, measure skills at the tenth grade level or above, and be in comparable subject areas to the ISAT; or
- d. Upon appeal to the board of trustees for an alternate measure(s) to demonstrate proficiency, the student successfully met the criteria established by the board of trustees.
  - (1) Before appealing to the District for an alternate measure, the student must be:
    - i. Enrolled in a special education program and have an IEP, or
    - ii. Enrolled in an LEP program for three (3) academic years or less, or
    - iii. Currently enrolled in the fall semester of the senior year or later.
  - (2) The alternative must contain multiple measures of student achievement.
  - (3) The alternative must be aligned, at a minimum, to tenth grade state content standards for the subject matter in question.



- (4) The alternative must be valid and reliable.
- (5) At least ninety percent (90%) of the criteria of the alternative, or combination of measures, must be based on academic proficiency and performance.

### Civics Test

All secondary students must successfully pass the civics test or alternate path. "Civics Test" as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

The District will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The District will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

### Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Principal may recommend and the Superintendent may approve minor deviation from the graduation requirements.

### Credit Calculation

Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements.

### Alternative Programs

Credits received from an accredited secondary school, an accredited correspondence course institution, or accredited post-secondary institution will be accepted towards fulfillment of Twin Falls School District graduation requirements. A maximum of six (6) credits from an accredited correspondence course used to meet elective credit requirements and/or for credit retrieval may be applied towards fulfillment of the Twin Falls School District graduation requirements.

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at District high schools and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades as generated by PowerSchool.

Early

A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of eight semesters of school attendance in grades 9-12 may petition the Superintendent and Board for early graduation by submitting an “Early Graduation Application Form” to the Superintendent through the building principal. The Superintendent shall submit the application to the Board for endorsement and approval at the end of the quarter preceding the requested graduation date.

Senior students who will complete all required credits and elective requirements have the option to request to graduate mid-term of their senior year. The student must complete an “Early Graduation Application Form” no later than three months in advance of their intended graduation date, which allows time for the application to be presented to the Board. Students who choose the mid-term graduation option may participate in all graduation activities and will receive their diploma at the same time as regularly enrolled students.

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well as create incentives for participation in any early graduation program. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

Failure to Complete

If a student fails a class required by the Twin Falls School District and/or the State Board of Education, the student must repeat the class successfully before credit will be granted.

At the beginning of a senior student’s second semester, if he/she lacks sufficient credits to graduate with his/her class, the student and/or parent should be informed in writing. The administration should attempt to supply this notification within 30 days following the end of the first semester of the student’s senior year.

Students who do not meet the necessary requirements for graduation may return to their respective high school and enroll only in the classes that they need to graduate.



**Cross Reference:** 2435 Advanced Opportunities  
2710 High School Graduation Requirement – Alternative

**Legal Reference:** I.C. § 33 4601, *et seq.* Advanced Opportunities  
IDAPA 08.02.01.350 Early Graduation  
IDAPA 08.02.03.105 High School Graduation Requirements  
IDAPA 08.02.03.107 Middle Level Credit System

Procedure History

**ADOPTED:** 8/11/14

TFSD & ISBA

**REVISED:** 3/14/16

9/12/16

7/25/18

5/13/19

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located; therefore, this policy is adopted to allow all in-district and out-of-district patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the ~~Board of Trustees~~ district shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer. A student currently under suspension or expulsion in this District or another district is not eligible for Open Enrollment under this policy.

### Transportation

Parents or guardians of a student accepted under this open enrollment policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within district boundaries.

### Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

### Application/Approval Process

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year. ~~The application acceptance period may be waived with the mutual agreement of the Twin Falls School District and the district in which the student's parent or guardian resides or between principals for an in-district transfer.~~ It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

The Superintendent or designee has established a procedure (see 3010P) for:

- the method of determining which students are chosen when classroom space is limited;
- notifying parents of the action taken on the open enrollment application;
- the factors which may possibly cause an open enrollment application to be denied;
- the process for removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process.

### Re-enrollment

As long as a transfer student continues to reapply for enrollment, the principal shall treat that

student as if he/she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the principal shall expedite the enrollment process.

In situations where class size is limited, the principal may give priority to certain students. Priorities may include, but are not limited to situations where a student:

- has parents employed by the district;
- was previously enrolled at the requested school during the prior year;
- has a brother or sister enrolled at the requested school;
- resides in the attendance area of another district school;
- has unique situation or extraordinary circumstances; or
- resides in the district and seeks enrollment in another district school under the provisions of the Every Student Succeeds Act.

The principal may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent or designee may set numerical guidelines defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The desired student-to-teacher ratios are outlined in the Class Size policy 2240.

#### Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. If a student who is a resident of another district applies to this District, is accepted under the terms of this policy, and fails to attend, the student shall be ineligible to apply again for open enrollment in this District.

#### Revocation of a Transfer

1. The District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of School District policies or because of false or misleading information on the open enrollment application.
2. If a student's transfer is revoked, the parent/guardian may request an administrative review by the Superintendent. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.
3. The Superintendent must render a decision to the parent/guardian's request for review within five (5) school days. The decision of the Superintendent may be appealed to the School Board of Trustees.

#### Preventing or Recruiting Potential Open Enrollment Students

The District or its employees will not take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.



**Cross Reference:** 2240 Class Size

**Legal Reference:** I.C. §33-512 Governance of Schools  
I.C. §33-1401 Definitions  
I.C. §33-1402 Enrollment Options  
I.C. §33-2001 Definitions

Policy History:

**ADOPTED:** 12/9/13

ISBA

**REVISED:** 8/11/14  
9/12/16  
11/11/19

Model Student Vehicle Parking Application

\_\_\_\_\_  
Student Name (please print)                      Age                      School

\_\_\_\_\_  
Student Address                      City                      Zip Code

\_\_\_\_\_  
Vehicle Make                      Model                      Year

\_\_\_\_\_  
License Plate Number                      Student's Driver's License Number.

\_\_\_\_\_  
Insurance Company Name                      Insurance Agent's Name

\_\_\_\_\_  
Insurance Policy Number                      Name of Car Owner

Parking Permit Number (Assigned by the school) \_\_\_\_\_

I certify, by my signature below, that the above information is true. I agree that my being able to operate and to park a vehicle on school property is a privilege conditioned on my willingness to have that vehicle subject to search by school authorities at any time the vehicle is on school property when, in the judgement of the building administrator, a reasonable suspicion of a violation of Idaho law or District policies or rules exists. I also understand that it is my responsibility to obey the speed limit on school grounds, to operate the car safely going to and from school and school events, to park in designated areas, and to maintain legally required insurance on the vehicle. Finally, I understand that any violation of this agreement or other school rules can lead to the revocation of all parking privileges. I further understand that motor vehicles in violation of the District's Student Vehicle Parking policy may be subject to towing.

\_\_\_\_\_  
Student Signature                      Date

I, the parent/legal guardian of \_\_\_\_\_ hereby verify the information supplied above and understand and agree with the rules pertaining to the operation of a vehicle by students of the District.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

The following shall be required in the case of procurement under a federal grant to ensure adequate competition.

#### Geographical Preferences Prohibited

The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

#### Prequalified Lists

The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the District shall not preclude potential bidders from qualifying during the solicitation period.

#### Solicitation Language

The District shall ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers shall be clearly stated, and all requirements identified which the offers must fulfill and all other factors to be used in evaluating bids or proposals.

#### Contracting with Small and Minority Businesses and Women's Business Enterprises

When soliciting goods and services on projects that will use federal funds, the District shall comply with the following requirements for the purpose of ensuring small business, minority-owned businesses and women's business enterprises are to be used whenever possible:

1. Place qualified small and minority businesses and women's business enterprises on its solicitation lists;





For all District programs receiving federal funds, the District shall comply with all applicable Federal regulations that restrict or prohibit transactions using Federal funds with all persons or entities that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

This limitation is directed by Executive Order 12549 which provides that “a person who is debarred or suspended shall be excluded from Federal financial and nonfinancial assistance and benefits under Federal programs and activities.” Thus, the District shall refrain from entering into any transaction with a person or entity which has been suspended or debarred by the U.S. Department of Education, or other federal agency from which the District has received federal funds.

#### Covered Federal Non-Procurement Transactions

Federal funds received by the District that are covered by this policy include, but are not necessarily limited to funds received from the following transactions:

1. Grants;
2. Cooperative agreements;
3. Scholarships;
4. Fellowships;
5. Contracts of assistance;
6. Loans;
7. Loan guarantees;
8. Subsidies;
9. Insurances;
10. Payments for specified uses; and
11. Donation agreements.

#### District’s Covered Transactions with Third Parties

This Policy applies to circumstances where the District enters into a procurement contract with a third party for goods and/or services, and intends to use covered federal funds to partially or fully purchase such goods and/or services, as more specifically described below:

A contract for goods or services is a “covered transaction” if any of the following applies:

1. The contract is awarded to the District pursuant to a nonprocurement transaction listed above and the amount of the contract is expected to equal or exceed \$25,000; or
2. The contract requires the consent of an official of a federal agency. In that case, the contract, regardless of the amount, is always considered a covered transaction, and it does

not matter who awarded it. For example, it could be a subcontract awarded by a contractor at a tier below the District’s nonprocurement transaction; or

3. The contract is for Federally-required audit services.

In addition, a subcontract is also a covered transaction if:

1. It is awarded by a participant in a procurement transaction under a nonprocurement transaction of a Federal agency that extends the coverage of Item 1 above, under “District’s Covered Transactions with Third Parties”; and
2. The value of the subcontract is expected to equal or exceed \$25,000.

### District Responsibilities Before Entering Into Covered Transactions - Prohibition

Prior to entering into a “covered transaction” with a third party, the District shall verify the person or entity with whom it intends to do business is not excluded or disqualified by performing any one of the following:

1. Checking the Excluded Parties List System (EPLS);\*
2. Collecting a certification from that person; or
3. Adding a clause or condition to the covered transaction with that person.

*\* The General Services Administration maintains the EPLS and makes it available to requesting parties. When a Federal agency takes an action to exclude a person under the nonprocurement or procurement debarment and suspension system, the agency enters the information about the excluded person into the EPLS. The EPLS may be accessed online at: <http://epls.arnet.gov> or <http://www.epls.gov>. If the District has a question about any person or entity on the EPLS, it should contact the point of contact for the federal agency that placed the person’s name into the EPLS. The agency’s point of contact is identified in the EPLS.*

In the event the third party is on the EPLS, the District shall not enter into the contemplated transaction unless and until the federal agency responsible for providing the District with the Federal funds grants a written exception.

Legal Reference:	2 CFR § 200.213	Suspension and debarment
	2 CFR § 180	Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement)
	31 U.S.C. § 6503	Intergovernmental financing (Cash Management Improvement Act of 1990)

### Policy History:

Adopted on:

Revised on:

Reviewed on:

The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend both regular and special board meetings. Whenever possible, each trustee shall give advance notice to the Chair or Superintendent of the trustee's inability to attend a Board meeting. ~~A majority of the Board may excuse a trustee's absence from a meeting if requested to do so.~~



**Cross Reference:** 1140 Vacancies

**Legal Reference:** I.C. § 33-506 Organization and Government of Board of Trustees.

Policy History:

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

All employee and specific volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Workers' Compensation insurance policy. For the purpose of this policy, employee shall mean those employees and volunteers covered by the District's Workers' Compensation insurance policy. An employee who is injured in an accident may be eligible for Workers' Compensation benefits. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Workers' Compensation insurance policy.

Absent the need for emergency medical care, all school personnel who require medical attention in the event of a workplace injury should obtain medical attention at the District's Designated Occupational Health Clinic: St. Luke's Occupational Health. If after hours care is needed, employees should report first to St. Luke's Magic Valley Regional Medical Center Physician Center. Should the Physician Center be closed, the employee should report to St. Luke's Quick Care and if it is closed, then to the Emergency Department.

2. When reporting to the initial service provider, injured personnel will identify themselves as injured while working for the Twin Falls School District.
3. After contact with the initial service provider, employees may seek medical services with the provider of their choice as needed at their own expense. Employees not following the initial service provider procedures described above may be held responsible for visit fees associated with medical services rendered by any other health care provider. The district reserves the right to require that the employee be seen by the initial service provider, even if the employee has already received medical services from any other health care provider.
4. The injured employee shall promptly immediately report the accident and injury to his or her their immediate supervisor. If immediate reporting is not possible, the injury must be reported within 48 hours.
5. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
6. The employee's supervisor shall complete the District's Supervisor Accident Workers' Compensation report of injury forms with the District's Human Resources Department within forty-eight (48) hours of the accident. (~~unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows~~).

7. On behalf of the **injured** personnel, the District's Human Resources Department shall immediately report the injury and claim to the District's Workers' Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Workers' Compensation Law.
8. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Workers' Compensation income benefits are made available to the employee under the District's Workers' Compensation insurance policy.
9. The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

~~An employee who is injured in an accident may be eligible for Workers' Compensation benefits.~~

10. Upon receipt of a report of an accident, the District shall conduct an investigation to determine:
  - a. Whether continuing hazardous conditions exist that require remediation; and
  - b. Whether the employee's work environment caused or contributed to the reported accident.
11. The employee is required to cooperate with the District's Workers' Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Workers' Compensation benefits, including but not limited to income benefits
12. In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department.



**Legal Reference:** I.C. § 72-101, et seq. Workers' Compensation Act

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 6/13/16

9/12/16

**WORK RELATED INJURIES**

In accordance with Twin Falls School District #411 Workmen's Compensation Policy, the following procedures will be followed in reporting and seeking medical services for all work related injuries.

- 1) Employees must immediately report any injury to their supervisor. If immediate reporting is not possible, the injury must be reported within 48 hours. If the employee is not physically able to make such a report within 48 hours, he or she should direct a family member to notify the District, if possible.
- 2) The supervisor will complete the Supervisor's accident report form and forward to the Human Resources Department.
- 3) All employees requiring medical attention for work related injuries must first report to Occupational Health, the District's designated Workman's Compensation initial service provider, located at St. Luke's Magic Valley Regional Medical Center. If after hours care is needed, employees should report first to St. Luke's Magic Valley Regional Medical Center Physician Center. Should the Physician Center be closed, the employee should report to St. Luke's Quick Care and if it is closed, then to the Emergency Department.
- 4) When reporting to the initial service provider, injured personnel will identify themselves as employees of the Twin Falls School District.
- 5) After initial contact with the initial service provider, employees may seek medical services with the provider of their choice as needed at their own expense.
- 6) Before returning to work employees must provide their supervisor or the Human Resources Department with a return to work authorization signed by a physician.
- 7) Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The district reserves the right to require that the employee be seen by the initial service provider, even if the employee has already received medical services from any other health care provider.



Procedure History

**ADOPTED:** 12/08/08

TFSD

**REVISED:** 9/10/12

8/11/14

6/13/16