

MEMORANDUM

To: Board of Trustees
Twin Falls School District 411
From: Eva Craner, Director of Public Relations
Re: Policy Updates
Date: May 9, 2022

First Reading:

ISBA Updates:

Administrative Updates:

- 1250P1 Board Advisory Committees
- 3260 Student Dress
- 3530 Suicide
- 5615 Staff Mental Health and Suicide

Second Reading:

ISBA Updates:

- 1120 Board of Trustees Taking Office
- 1303 Policies and Procedures to Review Annually – NEW
- 1600 Code of Ethics for School Board Members
- 1610 Trustee Conflict of Interest
- 2500 Library Materials
- 2530 Learning Materials Review
- 3440 Student Fees, Fines, and Charges/ Return of Property
- 4120 Uniform Grievance Policy
- 7710 Bond Continuing Disclosure and Certification Requirements
- 8320 Fire Drills and Evacuation Plans
- 8520 Inspection of School Facilities – NAME CHANGE
- 8605 Retention of District Records
- 9850 Rental/Use of School District Facilities

Administrative Updates:

- 3720 School Climate Review – DELETE
- 4110 Public Complaints
- 4530 Crowdfunding
- 4530F Crowdfunding Request Form
- 5210 Work Day

The Board of Trustees has adopted policies and procedures that outline the objectives, duties and responsibilities of the District. The Board recognizes and values participation and input from staff members, parents, community members and students in reviewing processes and procedures that implement board policies. In order to assist the Board in improving the scope and quality of education in the district, the following board advisory committees have been created:

Activities Advisory Committee
Budget Advisory Committee
Calendar Review Committee
Extra Duty Committee
Insurance Review Committee
Negotiations Committee
Policy Review Committee
Safety Committee
Teacher Evaluation Committee
~~Student Discipline~~

~~Other committees will be created as needed.~~

Committees may include administrative and certified staff representation and classified staff, student, parent and community representation when possible. All committees are subject to change, and the Board reserves the right to appoint new committees as needed. The Superintendent or designee will select committee members unless otherwise specified in policy or the Collective Bargaining Agreement. The Clerk of the Board will maintain an updated member list each year. Nothing herein precludes the Superintendent from forming working committees and non-board advisory committees.



ADOPTED: 12/12/11

TFSD

REVISED: 05/06/13

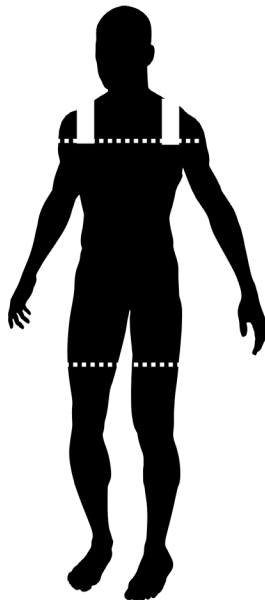
8/11/14

4/13/20

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning ~~and free of potential distraction or danger.~~ The ~~Dress for Success~~ student dress code supports ~~workplace norms~~ the idea that students should learn to follow guidelines related to their apparel and ~~for appropriate attire,~~ as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire. ~~in the business of learning which necessitates discipline by the individual student in all areas such as language, behavior, attendance, and dress.~~

Students are to observe the following guidelines regarding their ~~student~~ attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration below for reference:



2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.

~~1. Shirts must have a modest neckline (no cleavage) and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube, off the shoulder, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.~~

~~2. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see through, excessively tight or torn, or revealing attire is permitted.~~

~~3. Shorts and skirts must be no shorter than mid-thigh at the elementary level (K-5) and just above the knee at the secondary level (6-12).~~

3. Pants must be worn at hip-level or higher (no excessive bagging or sagging). Clothing should not drag on the floor.

~~5. No pajamas, slippers, or sleepwear of any kind is allowed.~~

~~6. Hats or head coverings (including sunglasses) of any kind are not allowed.~~

4. ~~Shoes must be worn at all times.~~ Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.

5. Students are prohibited from wearing or displaying any ~~carrying~~ clothing, accessories, or jewelry, ~~or displaying~~ piercings or tattoos, that depict allude to, or promote which by picture, symbol, or word, depict or allude to any of the following:

- Drug usage, including alcohol and tobacco;
- Controlled substances of any kind;
- Drug paraphernalia;
- Gangs;
- Violence, hate groups, racial separation;
 - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
- Sexually explicit, lewd, indecent, profane or offensive material; or
- Illegal acts.

~~8. Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet is prohibited. Earrings, nose rings, and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.~~

~~9. Excessive or extreme make-up is not allowed.~~

6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.

7. Gloves mittens or other garments that cover the hands are not allowed to be worn in the school building.

8. No pajamas or sleepwear are allowed.

9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.

10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons. ~~There may be accommodations to the dress code policy for religious or health reasons.~~

~~Disciplinary actions for violation of this policy may include suspension and/or expulsion.~~

The Board of Trustees recognizes that it may be necessary for alternative placement schools, i.e., Bridge Academy or Magic Valley High School to have a different dress code. This is allowed; however, the building-specific dress codes must be approved by the Board of Trustees.

Interpretation and Implementation of Policy

The building principal/designee(s) shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. ~~Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.~~

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.



Cross Reference: 3311 Prohibition of Gang Activity

Legal Reference: I.C. 33-506
I.C. 33-512(6)

Policy History

ADOPTED: 8/11/14

TFSD

REVISED: 9/14/15
6/11/18

Suicide

It is the intent of the Twin Falls School District to protect the health of its pupils. As such, and as directed by Idaho Code, the District has established a policy addressing suicide prevention, intervention, and postvention procedures. Notwithstanding, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or designee to draft and implement internal procedures and processes relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.

~~"Postvention" shall mean counseling or other social care given to students and staff after another student's or staff member's suicide or attempted suicide.~~

~~These procedures may include, but are not limited to, the following measures:~~

1. Prevention procedures may include but are not limited to, direction for school and the appropriate school staff members to:
 - A. Offer and provide help and assistance, including early identification;
 - B. Support and/or counseling students by school support personnel;
 - C. Provide referral to appropriate sources outside the school;
 - D. ~~School level counselors in coordination with building administrators will be responsible for~~ Designate staff members who will be responsible for planning and coordinating the implementation of district procedures addressing suicide, this will typically be the school counselors in coordination with the building administrators;
 - E. ~~Administrators will encourage~~ Encourage staff to report to the counselor, students they believe may be at elevated risk of suicide, this will typically be done by the building administrator;
 - F. Provide a Additional training on suicide prevention will be provided for all staff for whom such training is deemed necessary; and
 - G. Offer resources to parents/guardians on suicide prevention.
2. Intervention procedures may include but are not limited to, direction for the school and the appropriate school staff members to:
 - A. ~~School level counselors in coordination with building administrators will~~ cContact the parents/guardians of students suspected as any risk of suicide;
 - B. ~~School level counselors in coordination with building administrators will~~ cContact emergency services to assist a student who is at any risk of suicide, when appropriate;

- C. Providing first aid until emergency personnel arrive, when appropriate; and
 - D. District staff members will move other students away from the immediate area of any suicide attempt on District property or at a District event.
3. Postvention in the event of a death by suicide procedures may include but are not limited to, direction for school and the appropriate school staff members to:
- A. Provide after-care support will be provided by the school for faculty, staff, and students after a sudden death has occurred;
 - B. District staff members will adhere to the procedures provided in the Emergency Response Manual; and
 - C. School level counselors in coordination with building administrators will offer mental health services and/or mental health resources to students likely to be strongly affected by a recent death.
4. Postvention in the event of a suicide attempt procedures may include but are not limited to, direction for school and the appropriate school staff members to:
- A. Require from parents a discharge summary or documentation from an outside counselor or doctor prior to a student who has attempted suicide returning to the school building; and
 - B. Establish a system of support or re-entry plan for the student upon their return.

District personnel shall attend to the rights of the student and his or her family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness.



Legal References:	I.C. § 33-136	Suicide Prevention in Schools
	I.C. § 33-512B	Suicidal Tendencies – Duty to Warn
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 6/11/18
5/13/19

Suicide

It is the intent of the Twin Falls School District to protect the health of its pupils as well as its staff members. As such, and in alignment with work to support student mental health, the district has established a policy addressing suicide prevention, intervention, and postvention procedures for staff. Notwithstanding, no district employee has a duty to warn of the suicidal tendencies absent the knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or designee to draft and implement internal procedures and processes relating to:

1. Suicide prevention;
 2. Suicide intervention; and
 3. Suicide postvention.
-
1. Prevention procedures may include but are not limited to, direction for school and the appropriate school staff members to:
 - A. Offer and provide help and assistance, including early identification;
 - B. Support and/or counsel colleagues;
 - C. Provide referral to appropriate sources outside the school;
 - D. Designate staff members who will be responsible for planning and coordinating the implementation of district procedures addressing suicide, this will typically be the school counselors in coordination with the building administrators;
 - E. Encourage staff to report to the counselor, administrator, or human resources department, staff members they believe may be at elevated risk of suicide; and
 - F. Provide additional training on suicide prevention for all staff for whom such training is deemed necessary.
 2. Intervention procedures may include but are not limited to, direction for the school and the appropriate school staff members to:
 - A. Contact emergency services to assist a staff member who is at any risk of suicide, when appropriate;
 - B. Provide first aid until emergency personnel arrive, when appropriate; and
 - C. Move students and/or staff members away from the immediate area of any suicide attempt on District property or at a District event.
 3. Postvention in the event of a death by suicide procedures may include but are not limited to, direction for school and the appropriate school staff members to:
 - A. Provide after-care support for District employees and students after a sudden death has occurred;
 - B. Adhere to the procedures provided in the Emergency Response Manual; and

- C. Offer mental health services and/or mental health resources to students and staff members likely to be strongly affected by a recent death.
- 4. Postvention in the event of a suicide attempt procedures may include but are not limited to, direction for school and the appropriate school staff members to:
 - A. Require a discharge summary or documentation from an outside counselor or doctor prior to a staff member who has attempted suicide returning to the school building; and
 - B. Establish a system of support or re-entry plan for the staff member upon their return.

District personnel shall attend to the rights of the staff member.



Legal References:	I.C. § 33-136	Suicide Prevention in Schools
	I.C. § 33-512B	Suicidal Tendencies – Duty to Warn
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 6/11/18
5/13/19

At the time of nomination, election, or appointment, each Trustee shall be a school district elector of the District and a resident of the trustee zone from which nominated and elected or appointed.

Each Trustee shall qualify for and assume office on the next January 1 following his or her election or, if appointed, at the regular meeting of the Board of Trustees next following such appointment. While the Trustee shall assume office on January 1, they shall not enter upon any of the duties of the office until they have been administered the oath of office.

An oath of office shall be administered to each Trustee, whether elected, re-elected, or appointed. The oath may be administered by the clerk or by a Trustee of the District. If appointed, the oath shall be administered at a regular meeting of the Board; it may not be administered at a special meeting. The records of the District shall show such oath of office to have been taken and by whom the oath was administered and shall be filed with the official records of the District.



Cross Reference: 1140 Vacancies

Legal Reference: I.C. § 33-501 Board of Trustees
I.C. § 59-401 Loyalty Oath—Form
I.C. § 59-402 Time of Taking Oath

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 11/12/18
8/10/20

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200	School Year, Calendar, and Instructional Hours
2420	Parent and Family Engagement
2420P	Parent and Family Engagement Guidelines
3010	Open Enrollment by Students Who Reside Within and Outside the District
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295*	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3305*	Prohibition of Tobacco Possession and Use
3321*	Student Drug, Alcohol, and Tobacco Use
3340*	Corrective Action and Discipline
3345**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500*	Student Health/Physical Screenings/Examinations
3530*	Suicide
9850	Rental Use of District Facilities
7215**	Fund Accounting System
7305	Investment of Funds
7500	New Fees or Increase of Fees
7710**	Bond Continuing Disclosure and Certification Requirements
8170	District-Owned Vehicles
8300P1	Emergency and Disaster Preparedness
8320*	Fire Drills and Evacuation Plans
8520*	Inspection of School Facilities

*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or his or her designee.

**Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed at the bottom of the policy in the field provided. When a policy is reviewed by any other part in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided at the bottom of this policy, “(date reviewed) by (position of the person who reviewed it)”.



Legal Reference: I.D.A.P.A. 08.02.03.160 Rules Governing Thoroughness, Safe
Environment and Discipline

Policy History:

ADOPTED:

ISBA

REVISED:

~~AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE
PUBLIC EDUCATION, AND TO THAT END I WILL:~~

As a member of my local Board of trustees, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled Board meetings insofar as possible, having read my packet, ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official Board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;

Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other Board members to have opinions and ideas which differ from mine;

Recognize that the Superintendent is the Board's advisor and should be present at all meetings unless prior arrangements have been made in conjunction with the Board Chair, ~~The Superintendent shall not meet with the Board when the Superintendent is the subject matter, or when the Superintendent's presence is a conflict of interest. when the Board is considering the Superintendent's evaluation, contract or salary;~~

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a District concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about District decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;

Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____



Policy History

ADOPTED: 8/11/14

ISBA

REVISED:

A Trustee may not:

1. use the trustee's official power to further the trustee's own interests;
2. have a pecuniary interest directly or indirectly (except a remote interest) in any contract or other transaction pertaining to the maintenance or conduct of the School District. A "remote interest" means:
 - a. the trustee is a non-salaried employee of a nonprofit corporation; or
 - b. the trustee is an employee or agent of a contracting party where the compensation of the trustee as an employee or agent consists entirely of fixed wages or salary; or
 - c. the trustee is a landlord or tenant of a contracting party; or
 - d. the trustee is a holder of less than one percent (1%) of the shares of a corporation or cooperative a contracting party ; And
 - e. the trustee discloses such remote interest to the Board of Trustees. **The Trustee may not, under any circumstances, be employed by the District;**
3. accept any reward or compensation for services rendered as a trustee except as expressly provided by law;
4. accept and award contracts involving the School District to businesses in which a trustee or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in I.C. §§ 18-1361 or 18-1361A are followed;
5. be involved in the employment of a relative related by affinity or consanguinity within the second degree (the trustee shall be absent from the meeting while such employment is being considered and/or determined);
6. employ the spouse of a Trustee when such employment requires or will require the payment or delivery of any School District funds, money, or property to such spouse except when the procedures set forth in I. C. § 33-507(3) are followed;
7. enter into a contract in the trustee's individual capacity, the effect of which is to create a personal interest which may conflict with the trustee's public duty;
8. be a purchaser or vendor at any sale or purchase made by the trustee in the trustee's official capacity;
9. use public funds or property to obtain a pecuniary benefit for himself or herself;
10. solicit, accept, or receive a pecuniary benefit as payment for services, advice, assistance, or conduct customarily exercised in the course of the trustee's official business;
11. use or disclose confidential information gained in the course of or by reason of the trustee's official position or activities in any manner with the intent to obtain a pecuniary benefit for the trustee or any other person or entity in whose welfare the trustee is interested or with the intent to harm the District;
12. appoint or vote for the appointment of any person related to him by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be

paid out of public funds or fees of office or appointment; or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.



Legal Reference: I.C. § 33-507 Limitation upon Authority of Trustees
I.C. § 18-1359 Use Public Position for Personal Gain
I.C. § 18-1361 Self-Interest Contracts - Exception
I.C. § 18-1361A An Uncompensated Appointed Public Servant –
Relative of Public Servant – Exceptions
I.C. § 74-501 Officers Not to be Interested in Contracts
I.C. § 74-502 Remote Interests
I.C. § 74-503 Officers Not to be Interested in Sales

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 8/10/15
11/11/19

Pursuant to State law, the Board has the duty and responsibility to equip and maintain a suitable library and to exclude therefrom all books, tracts, papers, and catechisms of a sectarian nature. School library and classroom library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents or parents/guardians of non-resident students attending the District may be allowed use of library books at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

~~The District will not allow books, tracts, papers, or catechisms of a sectarian nature in the library.~~

Any parent/guardian of a District student, any student, any employee, or any District resident ~~Any individual~~ may challenge the selection of materials for the library/media center. ~~The Uniform Grievance Procedure~~ Policy 2530 Learning Materials Review shall be utilized to determine if the challenged material is properly located in the library.



Cross Reference: 2530 Learning Materials Review
4120 ~~Uniform Grievance Procedure~~

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

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED:

~~Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing and discuss the complaint with the building principal prior to pursuing a formal complaint pursuant to the Uniform Grievance Procedure.~~

Any parent/guardian of a District student, any student, any employee, or any District resident may provide formal feedback and suggestions concerning specific learning materials used by the District's educational program.

Learning materials, for the purposes of this policy, shall include Board approved curriculum and ~~be considered to be~~ any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

The major criterion for deciding whether to keep or remove a challenged resource is the appropriateness of the resource for its intended educational use. This may include:

1. The appropriateness of the material for the instructional objectives it is used to teach;
2. The appropriateness of the material's level of difficulty; and
3. The appropriateness of the material for the age group(s) with which it is used.

No library material shall be removed solely because of the ideas expressed therein.

Informal Process

Any individual, identified above, who wishes to raise a complaint about a piece of learning material should first discuss the matter informally with the teacher, librarian, or other staff member who oversees its use. The patron should explain their objection to the material.

The staff member shall try to resolve the matter informally through such measures as:

1. Explaining the District's materials selection process, the criteria for selection and the qualifications of the professional staff who selected the questioned resource;
2. Explaining the intended educational purpose of the resource, its value as a resource, and any additional information regarding its use; and/or
3. Offering a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource in a manner that complies with Policy 2425 Parental Rights.

If the complainant wishes to make a formal challenge, the staff member may direct the complainant to the process outlined below.

Formal Process

An eligible party who wishes to make a formal objection should submit their complaint in writing to the Superintendent.

The Superintendent or a designee appointed by the Superintendent shall convene a learning materials review committee. Members of this committee may include such parties as:

1. Instructional staff who have experience using the challenged resource with students;
2. Other teachers and librarians;
3. Administrators;
4. Parents/guardians of District students; and
5. Any other appropriate individuals selected by the Superintendent.

All members of the committee shall review the challenged resource. They shall also consider written or verbal comments submitted by parents/guardians of District students, District employees, and District residents on the material in question. Where appropriate, the committee may solicit advice or opinion from other appropriate professionals.

The committee shall vote on whether the challenged resource should be kept or removed in accordance with the principles set out in this policy or whether some other change should be made. The committee shall prepare a written report of its findings and provide copies to the Superintendent, the complainant, and to staff members who oversee use of the resource. The Superintendent shall review the committee's report.

If the material under consideration is part of the District's curriculum, and if the committee votes in favor of removing it from the curriculum, the Board shall review the report, and the Board shall determine whether the challenged resource should be kept or removed or whether some other change should be made.

If the material in question is a library resource or other material available to students and not part of the District's Board-approved curriculum, the Superintendent shall determine whether to keep or remove the material in question or if some other change should be made. The Superintendent's decision in this regard may be appealed to the Board.

If an appeal of the Superintendent's decision is made to the Board, the Board has the sole discretion in determining how to handle the complaint review, including but not limited to the Board's option of solely reviewing the committee's report and making a determination or seeking to speak with the parties involved in the complaint during a properly noticed meeting of the Board. The decision of the Board will be final.



Cross Reference: 4120 ————— Uniform Grievance Procedure

2425	Parental Rights
2500	Library Materials

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED:

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

Students may take all credit-based courses free of charge. There may be optional charges as described below.

~~A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity held outside normal school functions.~~ A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The Board or its designee may waive the fee in cases of financial hardship.

Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost or the upgrade).

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. ~~Fees may be required for the actual cost of breakage and for excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.~~ A student may be responsible for the cost of replacing materials or property lost or damaged due to negligence and for excessive use of course supplies. If school property in a student’s possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

~~A student shall be responsible for the cost of replacing materials or property that are lost or damaged due to negligence. The District may require, as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.~~

The District may require, as a condition of graduation or issuance of a diploma or certificate that all lawful indebtedness incurred by a student be satisfied and/or that all books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the District be returned.



Legal reference: I.C. § 33-603 Payment of fees or returning of property

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 1/8/18

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., students, parents/guardians, and patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. This policy shall apply to people employed by the District only if their grievance is in their capacity as a parent/guardian or patron. Further,

It is the intent of the Board that this procedure policy will provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. Certified staff grievance refer to CBA, Policy 5900; classified staff grievance refer to Policy 5800/5800P.

Grievance Procedure

This grievance procedure policy should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy, except that any allegation of sexual misconduct or sexual harassment shall be addressed in accordance with Policy 3085. As referenced above, staff grievances relating to their employment position are solely controlled by:

1. Policy 5800 and Procedure 5800P in the case of classified staff
2. Policy 5900 (The Collective Bargaining Agreement) for certified staff

The District will endeavor to respond to and resolve all other complaints without resorting to this grievance procedure policy and, if a complaint is filed, to address the complaint promptly and equitably. Complaints that do not fall under the purview of this policy or those referenced above will utilize Policy 4110 for general complaints or Policy 2530 when related to learning materials. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure policy is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure policy does not extend any filing deadline related to the pursuit of other remedies.

Grievances will be processed according to the step-by-step process outlined below. However, if a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the grievance procedure policy. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Level 1: Informal

A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or

building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual misconduct against a student should be addressed in accordance with Policy 3085.

Level 2: Principal-Building Administrator

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance, including identification of the state or federal constitutional provision, state or federal statute, and/or Board policy the grievant alleges has been violated and the date the grievant attempted to address the matter informally with the employee in Level 1 and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal-building administrator within 60 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal-building administrator shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the principal-building administrator's decision, the grievance may be advanced to Level 3 by requesting in writing that the Director of Elementary Programs or the Director of Secondary Programs review the principal-building administrator's decision. This request must be submitted to the appropriate Director within 15 days of the principal-building administrator's decision.

If the complaint alleges a violation of Title II, Section 504 of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the principal-building administrator shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinator to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the appropriate Director within 30 school business days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Director agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Director rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Superintendent.

Level 3: Director of Elementary or Secondary Programs

Upon receipt of the request for review, the Director shall schedule a meeting between the parties and the principal-building administrator. The parties shall be afforded the opportunity to either dispute or concur with the principal-building administrator's report. The Director shall decide the matter within 10 days of the meeting and shall notify the parties in writing of the decision. If the Director agrees with the recommendation of the principal-building administrator, the recommendation will be implemented. If the Director rejects the recommendation of the principal-building administrator, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Director, the Superintendent is the next avenue for appeal. A written appeal must be submitted to the Superintendent within 15 days of receiving the Director's decision. The Board is the policy-making body of the school, however,

and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal building administrator. The parties shall be afforded the opportunity to either dispute or concur with the principal building administrator's report. The Superintendent shall decide the matter within 10 days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal building administrator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal building administrator, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 5: The Board

When the Board receives a written appeal of the decision of the Superintendent in which the grievant and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration at the earliest time convenient to the Board. not later than their next regularly scheduled meeting.

The Board has the sole discretion in determining how to handle the grievance review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a grievance during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties, ~~at a meeting~~. The decision of the Board will be final.



Cross References: 2530 Learning Materials Review
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085P Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
4110 Public Complaints

5800 Classified Employment, Assignment, and Grievance
5800P Classified Employee Grievance
5900 Collective Bargaining Agreement

Procedure History

ADOPTED: 8/11/14

ISBA

REVISED: 12/14/15

9/12/16

11/11/19

1/11/21

4/12/21

Designation of Administrator

The District hereby designates the Director of Fiscal Affairs (the “Administrator”) to have the primary responsibility to ensure compliance with the applicable securities laws and rules relating to issued bonds. The Administrator shall review these procedures annually. The Administrator will consult with bond counsel and/or the District's legal counsel and advisors, as necessary, to ensure that the District complies with the Bond Disclosure Agreement. This will include, without limitation, consultation in connection with any potential changes in ratings of the bonds or changes in finances or operations of the District. In addition, prior to placing any bond question on a public ballot, the Administrator will ensure that the bond resolution ballot language fits the required description in Idaho Code.

The Administrator will actively participate in the preparation of all primary disclosure materials. The Administrator will review and prepare all post-issuance disclosure materials, including, without limitation, the materials for the District’s financial statements and the information described in the required annual filings, and events required to be disclosed under the rule known as the Material Event Filings, and any other voluntary or required disclosure to the market.

The Administrator will review all primary and post-issuance disclosure materials and consult with all officers, employees, directors, agents, and officials of the District as necessary to ensure that such materials do not contain materially false information or omit material information that investors would want to know in making an informed investment decision about the bonds.

The Administrator will also obtain appropriate training in the issuance of municipal bonds, securities law disclosure, proficiency in the use of Electronic Municipal Market Access (EMMA), and update such training on an annual basis or as new developments arise.

Duties of the Administrator

Prior to submitting a bond question to the county clerk, the administrator will ensure it includes required ballot disclosure language found in Title 34, Chapter 9.

Upon the issuance of any bonds, or annually in the absence of such issuance, the Administrator shall update required annual filings to reflect the requirements of the disclosure agreements of the District and the requirements thereof.

Within the time specified under each disclosure agreement, the Administrator will submit, or cause to be submitted through a disclosure agent if one has been appointed, the District’s required annual filing to the Municipal Securities Rulemaking Board (MSRB) via EMMA.

Not more than five days after the submission of the required annual filing to the MRSB, the Administrator shall provide to the Superintendent and the Board of Trustees written confirmation that the annual required filing has been submitted and filed properly with the MSRB through

EMMA. The Administrator shall independently verify by access to EMMA that the required annual filing has been filed and properly appears on EMMA.

In the event that the required annual filing is not completed in time to submit the required annual filing to the MRSB through EMMA within the time specified, the Administrator will file a notice of occurrence of such event in accordance with the policy and procedures set forth below under “reporting of events,” and in accordance with the rule, and submit the required annual filing as soon as it is available.

Reporting of Events

The Administrator will make, or cause to be made through a disclosure agent if one has been appointed, all required Material Event Filings via EMMA consistent with the requirements of the rule.

The occurrence of certain events, including payment defaults, requires a Material Event Filing without the need for a materiality determination (*i.e.* they are deemed material under the rule). These include:

1. Principal and interest payment delinquencies;
2. Unscheduled draws on debt service reserves reflecting financial difficulties;
3. Unscheduled draws on credit enhancements reflecting financial difficulties;
4. Substitution of credit or liquidity providers, or their failure to perform;
5. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
6. Defeasances;
7. Rating changes;
8. Bankruptcy, insolvency, receivership, or similar event of the obligated person;
9. Default, event of acceleration, termination event, modification of terms or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.
10. Other events, such as non-payment related defaults, must be analyzed to determine if the event is material and if so, a Material Event Filing is required. The Administrator will consult with bond counsel regarding any questions as to whether an event has occurred and what filings are required. These include:

- A. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- B. Nonpayment-related defaults, if material.
- C. Modifications to rights of security holders, if material.
- D. Bond calls, if material, and tender offers.
- E. Release, substitution or sale of property securing repayment of the securities, if material.
- F. Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- G. Incurrence of a financial obligation or agreement, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material.

The Administrator shall establish appropriate procedures within the District such that officers and employees of the District who have access to material information of the kind that would be required to be disclosed under a Material Event Filing are aware of the requirements of the Disclosure Agreement, and that such officers and employees will report such events to the Administrator in a timely manner. As soon as the Administrator learns of the occurrence of an event that is either deemed material or that knowledge of such an event would be material under applicable securities law, the Administrator will prepare and file, or cause to be filed, in a timely manner not in excess of ten business days of the occurrence, a Material Event Filing via EMMA. Not more than five days after the submission of a Material Event Filing to the MSRB, the Administrator shall independently verify by access to EMMA that the Material Event Filing has been filed and properly appears on EMMA.

Nothing in a Disclosure Agreement prevents the District from making a voluntary filing with the MSRB of other material information in addition to the events that give rise to a Material Event Filing under the rule and the Disclosure Agreement.

Failure to File

In the event the Administrator fails to make any required annual filing or Material Event Filing, the Administrator shall immediately notify the officer of the District to whom the Administrator reports of such failure to file and will cooperate fully to consider whether the District should

engage a Disclosure Agent if one has not already been engaged, or take other action to ensure future filings are made on a timely basis.

Correspondence from Securities and Exchange Commission (SEC)

Upon receipt of any correspondence from the SEC, the Administrator will immediately notify the District, provide the District with a copy of such correspondence, and develop a plan of action to respond to the SEC inquiry.

Record-Keeping Requirements

Unless otherwise specified in applicable District resolutions or tax certificates, the District shall maintain the following documents for the term of each issue of bonds (including refunding bonds, if any) plus at least an additional three years:

1. A copy of the bond closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of bonds;
2. A copy of all material documents relating to capital expenditures financed or refinanced by bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with bond proceeds, and records identifying the assets or portion of assets that are financed or refinanced with bond proceeds;
3. A copy of all contracts and arrangements involving private use of bond-financed assets or for the private use of output or throughput of bond-financed assets; and
4. Copies of all records of investments, investment agreements, arbitrage reports, and underlying documents, including trustee statements.



Legal References: I.C. § 34-913 Disclosures in Elections to Authorize Bonded Indebtedness
Municipal Securities Rulemaking Board Rule Book
(Updated October 1, 2016)
<http://www.msrb.org/msrb1/pdfs/MSRB-Rule-Book-PDF-Current-Quarter.pdf>

Policy History

ADOPTED: 1/9/17

ISBA

REVISED: 1/10/22

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 district facilities occupants. The frequency of drills may ~~shall be allowed to be modified in severe climates by 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, 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 to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

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

Fire Safety and Fire Evacuation Plans

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

Fire Evacuation Plan

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

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for 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.
9. A description of the emergency voice/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, ~~relocating, or~~ and evacuating occupants.
3. Site plans indicating the following:
 - a. The occupancy assembly point
 - b. The location of fire hydrants.
 - c. The normal routes of fire department vehicle access
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
- 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.
- 7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

In the Event of a Fire

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

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

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



Legal Reference: I.C. § 41-253 Adoption of International Fire Code

~~I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title 01,
Chapter 50, "Adoption of the 2006 *International Fire Code*."~~
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline
2018 International Fire Code
200612 Idaho Fire Code

Policy History:

ADOPTED: 8/11/14

ISBA 2010

REVISED:

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

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

Emergency Evacuation Plan

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

Feb 8, 2022,
4:31 PM

Warner, Carol <warnerca@tfstd.org>

to Sean, Shaun

Correction for the request from the City.

CRHS track for May 14th, 8:30am-2:00pm **(Track ‘n Field Day)**

- TFHS track for June 25th, 8:30am-2:30pm (Youth Tri)

- TFHS gym for June 27th – June 30th 8:30am-12:30pm **(Volleyball Camp)**

Carol Warner

Administrative Assistant
Operations & Public Relations
Twin Falls School District
201 Main Ave W
Twin Falls ID 83301
208-732-7513

On Tue, Feb 8, 2022 at 3:17 PM Warner, Carol <warnerca@tfstd.org> wrote:

Sean and Shaun, I have received a request from the City. Ryan tells me I don't have to do a contract with them since we already have a contract with the City to use our facilities.

From Stacy McClintock

I would like to reserve:

- CRHS track for May 14th, 8:30am-2:00pm (volleyball camp)
- TFHS track for June 25th, 8:30am-2:30pm (Track 'n Field Day)
- TFHS gym for June 27th – June 30th 8:30am-12:30pm (Youth Tri)

Please let me know if you have any questions or concerns.

Cross Reference: 8300 Emergency & Disaster Preparedness
8320 Fire Drills and Fire Evacuation Plans
8510 District Safety
9400 Safety Program

Legal Reference: I.C. § 33-1613 Safe public school facilities required
IDAPA 08.02.03.160 Safe environment and discipline

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED:

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

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

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

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

Method of Destroying Official Records

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

Destruction of ~~Electronic Mail~~/E-Mail

The District will store ~~electronic mail~~/e-mails for a minimum period of 500 days. All email not otherwise maintained in the employee's email account will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law, or the provisions of this policy are retained accordingly and in a different format than ~~electronic~~ mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destruction of ~~Destroying~~ Official Records

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

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

The Public Records Coordinator, Superintendent, and Board Clerk are responsible for carrying out this policy.

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

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes		
AC —After closed, terminated, completed, expired, settled, or last date of contact FE —Fiscal Year End (June 30 th)	LA —Life of Asset PM —Permanent US —Until Superseded	DO – District Office SB – School Buildings DM – District Maintenance DT – District Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
ADMINISTRATION —ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM	DO, SB
ADMINISTRATION —ATTENDANCE—Enrollment attendance data	3 years	DO, SB
ADMINISTRATION — BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election	DO
ADMINISTRATION — BALLOTS FOR BOND ELECTIONS	a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election	DO
ADMINISTRATION —CONTRACTS FOR THE SALE AND PURCHASE OF REAL PROPERTY	PM	DO, SB, DM, DT
ADMINISTRATION —CONTRACTS AND LEASES	AC +6 years	DO
ADMINISTRATION —GENERAL CORRESPONDENCE	3 years	DO, SB
ADMINISTRATION —DONATION/GIFT RECORDS	PM	DO, SB

ADMINISTRATION—BOARD MEETINGS— AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM	DO
ADMINISTRATION—BOARD MEETINGS— CLOSED: Certified agendas or tape recordings of closed meetings	PM—Restricted Access	DO
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	PM	DO, SB, DM, DT
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	AC+3 years	DO, SB
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	PM	DO
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	PM	DO
ANNUAL REPORTS	PM	DO
APPEAL AND REVIEW RECORDS —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	PM	DO
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, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	AC+3 years NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.	DO
BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM	DO

COMPUTER SYSTEMS-BACKUPS —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year	DO
EQUIPMENT-HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation, and repair logs, etc.	LA+3 years	DO, DM, DT
EQUIPMENT MANUALS —Instruction and operating manuals	LA	DO, SB, DM, DT
EQUIPMENT WARRANTIES	AC+1 year	DO, SB, DM, DT
FACILITIES OPERATIONS-APPRAISALS —Building or property	3 years	DO
FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC+2 years	DO, DM
FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA	DO, SB, DM
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE+3 years	DO, SB, DM, DT
FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried property	PM	DO
FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS —Property logs	US+3 years	DO, SB, DM
FACILITY OPERATIONS-SECURITY ACCESS RECORDS —Documents the issuance of keys, identification cards, passes, passwords, etc.	AC+2 years AC=Until superseded, date of expiration or date of termination, whichever is sooner	DO, SB, DM
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	DO, DM
FACILITY OPERATIONS-UTILITY USAGE REPORTS	1 year	DO, DM
FACILITY OPERATIONS-VEHICLE OPERATION LOGS	1 year	DO, DT
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE+3 years	DO, SB
FISCAL-ANNUAL FINANCIAL REPORTS	PM	DO, SB, DM, DT
FISCAL-RESERVE ACCOUNT INVESTMENT STATEMENTS	FE+4 yr	DO, SB
FISCAL-ANNUAL OPERATING BUDGETS AND APPROVED REVISION	FE+3 years	DO, SB, DM, DT
FISCAL-APPROPRIATION REQUESTS —Includes any supporting documentation in the appropriation request	FE+3 years	DO, SB, DM, DT
FISCAL-FINAL AUDIT REPORTS	PM	DO, SB
FISCAL-BANK STATEMENTS	FE+3 years	DO, SB

	FISCAL—PAYMENT RECORDS AND SUMMARIES	FE+2yr	DO, SB, DM, DT
	FISCAL-CANCELED CHECKS — Stubs/Warrants/Drafts	FE+3 years	DO, SB
	FISCAL-CAPITAL ASSET RECORDS	LA+3 years	DO, SB, DM, DT
	FISCAL-CASH RECORDS —Cash deposit slips; cash receipts log	FE+3 years	DO, SB
	FISCAL-DEEDS AND EASEMENTS —Proof of ownership and right-of-way on property	PM	DO
	FISCAL-detail chart of accounts —One for all accounts in use for a fiscal year	FE+3 years	DO, SB
	FISCAL-EXPENDITURE JOURNAL OR REGISTER	FE+3 years	DO, SB
	FISCAL-EXPENDITURE VOUCHERS —Travel, payroll, etc.	FE+3 years AC+6 yr AC=Termination of employment	DO, SB, DM, DT
	FISCAL-EXTERNAL REPORTS —Special purpose, i.e. federal financial reports, salary reports, etc.	FE+3 years	DO, SB, DM, DT
	FISCAL-FEDERAL TAX RECORDS —Includes FICA records	PM AC+4 years AC=Tax due date, date the claim is filed, or date tax is paid whichever is later	DO
	FISCAL-FEDERAL FUNDING RECORDS —Title I; Chapter 2; Title VI-B	FE+5 years Or until all pending audits or reviews are completed	DO
	FISCAL—FEDERAL—USDA	AC+3 years AC=submission of final expenditure	DO
	FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE+3 years	DO, SB
	FISCAL-GRANTS —State and Federal	AC+3 years AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency	DO, SB
	FISCAL-INSURANCE CLAIM FILES	AC+3 years AC=Resolution of claim	DO
	FISCAL-INSURANCE POLICIES —all types	AC+5 years AC=expiration or termination of policy according to its terms	DO
	FISCAL-LONG-TERM LIABILITY RECORDS —Bonds, etc.	AC+4 years AC=retirement of debt	DO
	FISCAL-RECEIPTS JOURNAL OR REGISTER	FE+3 years	DO, SB, DM, DT
	FISCAL-RECONCILIATIONS	FE+3 years	DO, SB

FISCAL-REIMBURSABLE ACTIVITIES —Requests & approval for reimbursed expenses for travel, training, etc.	FE+3 years	DO, SB
FISCAL-RETURNED CHECKS —Uncollectable warrants or drafts	AC+3 years AC=After deemed uncollectible	DO, SB
FISCAL-SIGNATURE AUTHORIZATIONS —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3 years	DO
LEGAL-LITIGATION FILES --	PM CAUTION: May contain attorney-client privileged information	DO, SB, DM, DT
LEGAL-OPEN RECORDS REQUESTS —documentation relating to approved or denied requests for records under Idaho Public Records Law	PM	DO
LEGAL-OPINIONS AND ADVICE —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information	DO, SB
INSTRUCTIONAL —Records on annual cumulative effect use of copyrighted materials and proof of permission to use copyrighted materials	5 years after last use	SB
INSTRUCTIONAL —Distance learning instruction that is recorded by the District. Such recording is not required by this policy.	Until one month following the end of the semester	Electronic
NEWS OR PRESS RELEASES	PM	DO, SB
PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST —Used to create and adjust employee leave balances	FE+5 years AC+6 yr AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED —Applications, etc. required by employment advertisement	AC+5 years AC=Termination of employment	DO, SB, DM, DT
PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED —Applications, resumes, etc. required by employment advertisement	AC+2 years AC=Date position is filled	DO, SB, DM,DT
PERSONNEL-BENEFIT PLANS	US+5 years AC+6 yr	DO
PERSONNEL-COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE+3 years CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	DO, SB, DM, DT
PERSONNEL-CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	PM CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.	DO, SB, DM, DT
PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	PM	DO, SB, DM, DT

PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYEE BENEFITS —documents relating to selection of benefits other than insurance	US+ 5 years AC+6 yr AC=Termination of employment	DO
PERSONNEL-EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS —documents relating to all deductions of pay	AC+5 years AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.	DO
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	DO
PERSONNEL-EMPLOYEE INSURANCE RECORDS —District copy of selection records by employees of insurance offered by the District	AC+6 yr if current AC=Termination of employment, US+ 5 years	DO
PERSONNEL-EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	PM	DO, SB, DM, DT
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 years	DO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 years	DO
PERSONNEL-EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS I-9	PM	DO
PERSONNEL-EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 5 years CAUTION: Does not include criminal history checks	DO, SB, DM, DT
PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS —minimum information includes name, social security number, exact dates of employment and last known address	PM	DO
PERSONNEL-GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	PM	DO, SB, DM, DT
PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS —criminal history record information on job applications	PM	DO
PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US+8 years	DO, SB, DM, DT
PERSONNEL-LEAVE STATUS REPORT —cumulative report for each pay cycle showing leave status	FE+3 years	DO
PERSONNEL-LIABILITY RELEASE FORM —statements of employees, patrons, etc. who have released the district from liability	PM	DO
PERSONNEL-LICENSE AND DRIVING RECORD CHECK	PM	DO, DT
PERSONNEL-OVERTIME AUTHORIZATION & SCHEDULE	5 years	DO, SB, DM, DT

	PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION	AC+6 yr AC= Termination of employment, US+3 years	DO
	PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION ---used to adjust gross pay, FICA, retirement or compute taxes	AC+6 yr AC= Termination of employment, US+3 years	DO
	PERSONNEL-PAYROLL-Garnishment agreements and related revisions	AC+3 yr AC= Termination of employment	DO
	PERSONNEL-PERFORMANCE EVALUATION	PM	DO, SB, DM, DT
	PERSONNEL-PERSI ENROLLMENT FILE	PM	DO
	PERSONNEL-PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 years	DO
	PERSONNEL-PERSI TERMINATION RECORD	PM	DO
	PERSONNEL-PERSONNEL INFORMATION —documents that officially change pay, titles, benefits, etc.	PM	DO
	PERSONNEL-POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM	DO, SB, DM, DT
	PERSONNEL-RESUME-UNSOLICITED	1 year	DO, SB, DM, DT
	PERSONNEL-SICK LEAVE POOL DOCUMENTATION —requests submitted, approvals, number of hours transferred in and out, etc.	LA+3 years	DO
	PERSONNEL-TIME CARD AND TIME SHEET	PM	DO, SB, DM, DT
	PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST	FE+3 years 5 years	DO, SB, DM, DT
	PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL —records documenting training, testing or continued education	PM	DO, SB, DM, DT
	PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 years	DO
	PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS	AC+5 years	DO
	PERSONNEL-W-2 & W-4 FORMS	5 years from date of termination	DO
	PERSONNEL—WORKER’S COMPENSATION POLICIES	AC+10 years AC=expiration of policy	DO
	PROCUREMENT-PERFORMANCE BOND —bonds posted by individuals or entities under contract with District	PM	DO
	PROCUREMENT-PURCHASING LOG —Log, etc. providing a record of purchase orders issued, orders received, etc.	FE+3 years	DO, SB, DM, DT
	PROCUREMENT-BID DOCUMENTATION —includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations	FE+3 years CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.	DO, DM, DT
	RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG	PM	DO, SB, DM, DT

	(listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS		
	SAFETY-ACCIDENT REPORTS	8 years* For Minors, 8 years after minor reaches age of 18	DO, SB, DM, DT
	SAFETY- OCCUPATIONAL INJURY RECORDS	AC+3 yr AC= Termination of employment	DO, SB, DM, DT
	SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS	PM	DO, SB, DM, DT
	SAFETY-EVACUATION PLANS	PM	DO, SB
	SAFETY-FIRE ORDERS —issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3-6 years AC=deficiency corrected	DO, SB, DM
	SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS —Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM	DO, DM
	SAFETY-INCIDENT REPORTS —Reports concerning incidents which, upon investigation, were of a non-criminal nature	3-6 years (or 30 years*) *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)	DO, SB, DM, DT
	SAFETY-INSPECTION RECORDS —Fire, safety, and other inspection records of facilities and equipment	AC+3-6 years AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.	DO, SB, DM
	SAFETY-MATERIAL DATA SAFETY SHEETS	30 years after the end of use of the substance	DO, DM
	SAFETY-WORKPLACE CHEMICAL LISTS	30 years	DO, SB, DM
	STUDENTS-EDUCATION RECORDS —Student's name, birth date, last address, dates of attendance, graduation date and grades earned	PM-Retention of student records is detailed in 3570P	DO, SB
	STUDENTS-SPECIAL EDUCATION RECORDS —educational records, including eligibility documentation and IEPs	FE+6 years Maintained in accordance with applicable special education laws.	DO, SB
	STUDENTS-MEDICAID RECORDS -claims, reimbursements, and supporting documentation	FE +5 years	DO, SB
	VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA+1 year	DO, DT
	VEHICLE-TITLE AND REGISTRATION	1 year	DO, DT
	VOLUNTEER RECORDS —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC+3 year AC=End of term of volunteer or intern	DO, SB
	WEBSITE/WEB PAGES —INTERNET/INTRANET—system development	PM	DO, SB

	documentation for initial setup; subsequent changes and content of pages		
--	--	--	--

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



Cross References:	2150P	Copyright Compliance
	3570	Student Records
	3570P	Student Records

Legal References:	I.C. § 33-407	Return of Canvass of Elections
	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. § 74-119	Agency Guidelines
	SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E	
	SDE Administrator's Handbook 1.43	
	Federal Regulation	
	Idaho Records Management Guide, August, 2013	

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: 8/11/14

ISBA/TFSD

REVISED: 1/11/16
10/10/16
11/11/19
1/11/21
4/12/21

MISSION-Purpose:

The Board recognizes that the schools belong to the community and that the maximum use of these facilities for the good of all is desirable.

The interest of all taxpayers must be safe-guarded and that school facilities may not be indiscriminately rented for particular uses of special groups except under well-planned regulations and rental schedules.

The community has a capital investment in school buildings and facilities; therefore, the Board believes such facilities should be used for legitimate community purposes by responsible organizations, associations, and civic groups for educational, cultural, civic, and recreational purposes outside school hours, when such use will not conflict with or handicap the school program operations.

When considering facility use applications, the following should be taken into consideration:

1. The activity should not interfere with the schedule of normal activities of the school or District; and
2. The content of the activity should be reasonably appropriate in a school setting;.
3. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance;
4. While the District may not utilize its own facilities in support of or in opposition to any candidate or ballot measure, district facilities may be used for this purpose. If the District permits facilities rental by any entity or person seeking to hold a meeting in support or opposition to any candidate or ballot measure, the denial or approval of such rental cannot be based upon the content of the position of the entity or person seeking to hold a meeting and shall likewise make rental options equally available to the counter entity or person if they seek to rent the school's facilities.
5. The user agrees to follow all health and safety protocols outlined by the District.

PROCEDURE:

1. The School District facilities that may be rented under these policies include:
 - a. Auditoriums, small
 - b. Auditorium
 - c. Athletic Stadiums
 - d. Cafeteria
 - e. Classrooms
 - f. Gymnasiums
 - g. Miscellaneous
 - h. ~~Computer Labs~~
2. The availability of facilities shall be determined by the Superintendent of Schools or his/her designee and the Principal of the school involved. In all instances, the use of the facilities by the school will come first.

3. Groups who use the facilities must provide adequate supervision for participants and spectators. A deposit in the amount of one-half ($\frac{1}{2}$) the projected use fee (\$100 minimum) will be required prior to rental of the facility. A \$35.00 scheduling fee (part of the deposit) is non-refundable. At the conclusion of the use, a reconciliation of fees will be made and additional charges (e.g. extra cleaning, damage) will be assessed to the renter. Physical damage done to school property by renting groups shall be paid for or replaced by renting groups to the satisfaction of the School District. All groups must provide a liability and property damage "Certificate of Insurance" in the amount of \$1,000,000, naming the Twin Falls School District as an additional insured or certificate holder. Certificate must be received prior to the date of the event or effective rental date.
4. The fees collected for the rental of school property shall be paid to the Treasurer, Twin Falls School District No. 411, 201 Main Avenue West, Twin Falls, Idaho 83301. Questions about the school facility use are to be directed to the Director of Operations of the School District.
5. The District will have a custodian on duty during the times that school facilities are being used. The cost for custodial staff is included in the rental charge during normal business hours. If the facility is used past normal business hours a \$15.00 per hour after hour fee will be charged and added to the rental fee. If excess cleaning is required, renters will be charged \$15.00 per hour per custodian. Use of kitchen facilities will require approval by the School Lunch Supervisor and a \$15.00 per hour, per person fee will be charged for kitchen staff.
6. The Twin Falls School District has leased the concession stands to a lessee. In accordance with the lease agreement, the lessee has the first right of refusal to operate the concession stands in all circumstances. If the renter desires to operate the concession stand, they must negotiate with the "lessee" and the school administration for said use.
7. The Superintendent or his/her designee may meet with other public agencies to review facility usage. Interagency agreements, e.g. City/School District, etc. may exchange use of facilities at no rental cost to either party. Any additional expenses, e.g. extended custodial hours, student assistants, technicians, repairs, or other additional out-of-pocket costs will be assessed and charged to the appropriate agency or organization. Examples of interagency agreements include: City youth and adult programs, law enforcement agency training and other government agency educational use. Any cost incurred outside the regular custodial workday will be agreed upon by the parties involved and assessed to the appropriate agency or organization.
8. No smoking or alcoholic beverages are allowed on any school property.
9. No fee will be charged for in-service programs which are offered exclusively for employees of the district. For the in-service programs, seminars, or classes to qualify they must be approved by the instruction committee.
10. Facilities will be used strictly for those purposes for which they were designed. No automobile shows, animal shows/games, home & energy fairs or similar types of

activities will be allowed in gymnasiums.

11. Libraries and computer labs will not be rented for public use.
12. Rentals will generally not be available during the summer months because of summer maintenance.
13. Facilities will not be rented on holidays, e.g., Thanksgiving, Christmas, New Year's Day and Easter or any other holiday when TFSD employees do not work.
14. Appeals concerning rental use must be made in writing to the Board of Trustees.
15. ~~HARDWARE: Hardware provided in computer lab:
Current Technology Computers (exact specifications provided upon request).
Some Labs have Electronic Whiteboard and Projector attached to a Teacher
Computer.
Black & White Laser Printer @ \$.10/page.
There are no telephone lines available to connect a laptop or other equipment with a modem.
Renter may not modify hardware configurations of School District systems under any circumstances. This includes, but is not limited to, changing or adding additional drives (hard drives, CD-ROMs, etc.), Expansion Cards, RAM, USB devices, or Input Devices.
Absolutely no food or beverages are allowed in the computer lab.
If equipment is damaged beyond normal wear or equipment is missing following an event, cost for repair and/or replacement will be billed to the renter. The renter is responsible to inspect all equipment and report any pre-existing damage prior to use.~~
16. ~~SOFTWARE: Software provided on computers:
Windows 7 SP3 or Windows 10 or greater
Internet Explorer 11 or greater and Google Chrome
Windows Media Player 12 or greater
Office 2016 or greater
Bitdefender Virus Scan
Renter may request additional software. If the School District does not have licensing for the software, then the software requested must be provided by the renter and received at least three weeks prior to event in CD-ROM format and with proof of licensing. Software may be sent to the Computer Lab Rental Manager at 201 Main Avenue West, Twin Falls, ID 83301. This software will be checked for basic compatibility with the School District environment and must not cause excessive computer, network, server, or Internet load. The software media and license will remain the property of the renter, but the School District is not responsible for lost or damaged media. If the software is approved for use, School District personnel will deploy the software in the lab. If the~~

~~software is rejected, the renter will be notified at least seven days prior to the scheduled event. Renter is not allowed to install software on computer lab equipment. Violation of the policy may result in penalty billing. Software requests are handled on a per-use basis. If the same software is requested for a future event, the fees still apply. See Services & Support for cost of additional software installation.~~

- ~~17. Services & Support: Internet access will be provided over a shared frame relay line using network address translation (no static Internet IP addresses). The School District uses only reliable service providers with excellent service level agreements, yet the School District cannot be responsible for Internet failures or bandwidth congestion beyond School District facilities. Any problems that arise as a result of Internet access issues outside of the School District demarcation point will not result in a refund or discount of the rental fee.~~

~~Training in the use of software is not provided. Renter must provide person(s) who are knowledgeable in software use. Hardware and software issues related to unforeseen system failure or acts of God will be resolved in a timely manner by an on-call technician. If internal network systems are unavailable from one hour to 40% of the reservation time, the renter will receive a 50% refund. If these services are unavailable for more than 40% of the reservation time, the renter will receive a 100% refund. If additional software has been installed, the software installation fee will be forfeited by the renter. Any problems that arise as a direct result of a renter initiated issue will not result in a refund or discount of the rental fee.~~

- ~~18. TECHNICIAN RATES: All daily lab rental rates include 2 hours technician time for lab setup and re-setup. Additional technician time will be billed at \$50 per hour. In addition, there will be a \$50 per hour fee for 2 hours technician time per custom software package installation.~~

19. The district will not charge a fee for the use of any facility for a funeral of a current employee or a currently enrolled student. A "Certificate of Insurance" providing for liability and property damage in the amount of \$1,000,000, naming the Twin Falls School District as an additional insured or certificate holder, will still be required and a no-charge contract will need to be signed with the TFSD.
20. Traveling athletic teams from other Idaho schools shall be allowed to use district athletic fields or gymnasiums for practice or sleeping accommodations with superintendent and principal approval with no charge. Insurance and facility use agreement will be required.
21. Facility use requested to be used by the Idaho High School Activities Association (IHSAA) for tournament or play-in games will not be charged for the use of the facilities. Insurance will be required. A facility use agreement is required.
22. Twin Falls School District seniors are allowed to use facilities for the completion of their senior project without charge. Students will have to have an advisor present during the entire time they are using the facility. A student activity form will need to be filled out. There is no fee and no insurance is required.
23. This policy may be waived by the Board of Trustees.

24. No weapons shall be permitted on school property (concealed or open carry) other than by law enforcement pursuant to applicable statute, or the very limited exceptions identified in state and/or federal law, unless written pre-authorization is obtained by the District. This prohibition shall include security personnel for such events, which requires District approval for presence and possession of a weapon.
25. The District retains sole discretion to revoke authorization for rental/use of School District facilities or to deny approval of rental/use of School District facilities as the District believes are appropriate.

CLASSIFICATION OF GROUPS/PRIORITIES FOR USE

1. School Related: Activities directly related to school, i.e., staff in-service meetings/training, student body assemblies, pep rallies, student body elections, school-sponsored clubs, plays, athletic or music events, Boosters, P.T.A./P.T.O. functions and district athletic organizations.

FEES: No fee charged
Student Activity Form: Required

2. Joint-Use Facility Agreements: Interagency agreements, e.g. City/School District including but not limited to city youth and adult programs, law enforcement agency training, National Guard, firefighters, State Department of Education and other government agencies who use facilities.

FEES: No fee charged unless separate agreement is established between the district and the agency.
Insurance: Required
Facility Use Agreement: Required

3. Not-For-Profit organizations #1 providing services to students residing within the School District boundaries or enrolled in Twin Falls School District schools, and **if** they have a School District employee advisor: scouting groups, athletic clubs/organizations, or similar groups who use facilities for community or scholarship use.

FEES: No fee charged
Insurance: Required
Facility Use Agreement: Required

4. Not-For-Profit organizations #2 providing services to students residing or enrolled in Twin Falls School District schools within the School District boundaries that **does not** have a School District advisor: scouting groups, Y.M.C.A., Civic/Service groups, or similar groups who use facilities for community or scholarship use.

FEES: See Fee Schedule 1.
Insurance: Required
Facility Use Agreement: Required

5. Non-school groups #3 will be permitted to co-sponsor an activity with a school group providing the School District receives revenues to cover expenses AND that the school group receives at least 50% of the net revenue from the event. In these situations, a certificate of liability insurance will be required, and a contract must be completed.

FEES:	See Fee Schedule 1.
Insurance:	Required
Facility Use Agreement:	Required

6. Not-For-Profit organizations #4 providing services to students residing outside the School District boundaries: scouting groups, Y.M.C.A., Civic/Service groups, Special Olympics, or similar groups who use facilities for community or scholarship use.

FEES:	See Fee Schedule 2.
Insurance:	Required
Facility Use Agreement:	Required

7. Commercial groups, private party functions, political rallies or promotions by organizations and/or individuals for profit-making or fund raising or when using buildings as a rental facility. Private party functions such as wedding receptions, family reunions, funerals, etc.

FEES:	See Fee Schedule 2
Insurance:	Required
Facility Use Agreement:	Required

RATES:

1. Rates are based on the individual rate schedules in Procedure 9850P. The rates include amounts for custodial service and special/technical technicians. For larger groups or multiple facility use, a \$15.00 fee per hour per person for additional staff will be required; such as extra custodians, kitchen staff, etc. Additional technical staff requirements will be charged at \$12.00 per staff per hour for follow-spot operators and \$10.00 per person per hour for stagehands. There will be an additional charge of \$40.00 per hour if a TFSD technician is required to work more than 8 hours a day. These fees are in addition to those in this policy's rate schedule.
2. Auditorium rehearsal/setup will be charged at 50% of base rate. Rehearsals cannot go beyond 10:00 P.M. Those not exiting the facility by 10:00 P.M. will be charged an additional \$50.00 per hour.
3. Special setup fees such as table and/or chair setup, portable stage, orchestra pit or other special arrangements will be assessed at \$15.00 per hour per person. Any equipment fees will be determined by the school administrator where the rental is located.
4. A \$100.00 fee will be assessed for use of the lights at the High School Stadiums.

5. Extended use for not-for-profit groups (Group #4):
 - 1-5 days will be at the listed rates
 - 6-10 days will be provided a 30% discount
 - 11-25 days will be provided a 50% discount
 - 26 or more days will be provided a 70% discount

Extended use discount fees will only apply during the regular custodial hours. After 10 p.m. custodial fees of \$15.00 per hour will be charged. Fees will also include the time necessary to clean the facility.

6. School rental fees will be based upon the number of hours the facility is used, and will be assessed to cover the period from the time the building is opened to the renter, to the time all members of the renting party have left the facility, including the time required to clean the facility.

Facility Use Agreement approval is required at least five (5) working days prior to the event.



Legal Reference: Idaho Code § 33-601

Cross Reference: 9850P Rental Schedule and Agreement

ADOPTED: 12/08/08

APPROVED: 6/13/95

TFSD

REVISED: 11/14/95

4/9/96

5-13-97

2-6-01

4-8-02

11-11-02

11-10-03

6-14-04

11-8-04

11-13-06

8-09-10

10-11-10

8-11-14

12-14-15

6-13-16

10-10-16

1/8/18

~~This School District recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the District, but also the atmosphere in which the student attends school. To the extent possible, this School District is committed to providing an educational setting where the students feel safe, are challenged to grow academically and personally, are treated with respect by the District personnel and other students, and are disciplined fairly by District personnel.~~

~~To provide such an educational setting, this Board of Trustees has adopted policies and procedures, as mandated by the Idaho State Board of Education in the following areas:~~

- ~~1. School Climate~~
- ~~2. Discipline~~
- ~~3. Violence Prevention~~
- ~~4. Student Harassment~~
- ~~5. Student Health~~
- ~~6. Possessing Weapons on Campus~~
- ~~7. Substance Abuse tobacco, alcohol, and other drugs~~
- ~~8. Suicide Prevention~~
- ~~9. Drug-free School Zones~~
- ~~10. Building Safety including Evacuation Drills~~
- ~~11. Relationship Abuse and Sexual Assault Prevention and Response~~
- ~~12. Miscellaneous~~

~~The Board of Trustees will cause these policies and procedures to be reviewed on an annual basis to determine whether or not they are meeting the needs of the students, School District, and community.~~



Legal Reference: ~~Idaho Code § 33-1612~~
~~IDAPA 08.02.03.160~~

Policy History

ADOPTED: ~~12/08/08~~

EMT

REVISED: ~~8/11/14~~

~~10/12/15~~

~~6/11/18~~

~~11/11/19~~

ATTACHMENT:

~~Annual Policy Review Checklist~~

ANNUAL POLICY REVIEW CHECKLIST

Topic	Model Policy No.	Policy Name	Current Year
School Climate	3720	School Climate	
	5120	Equal Employment Opportunity	
Discipline	3346	Restraint or Seclusion of Student	
	3730	Prohibition of Weapons	
	3370	Searches and Seizures	
	3550	Removal of Student During School Hours	
	3740	Student Expulsion/Denial of Enrollment	
	3360	Disciplining of Students with Disabilities	
	3362	Disciplining Students with Disabilities (IDEA)	
	3363	Disciplining Students with Disabilities (Section 504)	
	3750	Theft or Destruction of School Property	
	3311	Prohibition of Gang Activities	
	3760	Assault and Battery	
	3321	Student Drug, Alcohol and Tobacco Use	
Violence Prevention	3730	Prohibition of Weapons	
	3370	Searches and Seizures	
	3750	Theft or Destruction of School Property	
	3311	Prohibition of Gang Activities	
	3760	Assault and Battery	

Topic	Model Policy No.	Policy Name	Current Year
Student Harassment	3295	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	
	3285	Relationship Abuse and Sexual Assault Prevention & Response	
	3365	Student Sex Offenders	
Student Health	3510	Administering Medication	
	3515	Food Allergy Management	
	3520	Contagious or Infectious Diseases	
	3540	Emergency Care	
	3570	Student Records	
	3525	Immunization Requirements	
	3530	Suicide	
	3770	Students with a Living Will	
Gun-free Schools	3730	Prohibition of Weapons	
Substance Abuse- tobacco, alcohol and other drugs	3321	Student Drug, Alcohol and Tobacco Use	
	5846	Employee Drug and Alcohol Use	
	5847	Employee Drug and Alcohol Testing	
	3400	Extracurricular Activities Drug-Testing Program	
Suicide Prevention	3530	Suicide	
Drug-free School Zones	3321	Student Drug, Alcohol and Tobacco Use	
	5846	Employee Drug and Alcohol Use	
	5847	Employee Drug and Alcohol Testing	

3400	Extracurricular Activities Drug-Testing Program	
------	---	--

Topic	Model Policy No.	Policy Name	Current Year
Building Safety Including Evacuation Drills	8320	Fire Drills & Evacuation Plans	
	9400	Safety Program	
	9890	Trespass on School District Properties	
Misc.	2960	Computing Device and Network Acceptable Use Policy	

The Board is interested in receiving valid complaints and suggestions. In general, public complaints and suggestions shall be submitted according to a chain of command detailed below starting with the ~~Uniform Grievance Procedure~~ to the appropriate-level staff member or District administrator most closely involved with the area of concern. District staff members may ask the complainant to detail their complaint in writing at any step in the chain of command to ensure that the staff member closest to the concern has been asked to address the specific complaint and to ensure that the complaint does not change over time. Each complaint or suggestion shall be considered on its merits. Depending on the nature of the complaint, other district policies may outline more specific procedures. Complainants should refer to:

- Policy 4120 for complaints related to a violation of the complainant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.
- Policy 3085 for complaints related to any allegation of sexual misconduct or sexual harassment.
- Policy 2530 for complaints about learning materials.
- Policy 5800 and Procedure 5800P for complaints related to staff grievances relating to their classified employment position.
- Policy 5900 for complaints related to staff grievances related to their certified employment position.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Chain of Command:

1. Person closest to the area of interest. i.e. classroom teacher,
2. Building Administrator or supervisor,
3. Program Director,
4. Superintendent,
5. School Board.



Cross References:	2530	Learning Materials Review
	3085	Sexual Harassment, Discrimination and Retaliation Policy
	3085P	Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
	4120	Uniform Grievance Policy
	5800	Classified Employment, Assignment, and Grievance
	5800P	Classified Employee Grievance
	5900	Collective Bargaining Agreement

Policy History:

ADOPTED: 8/11/14

ISBA & TFSD

REVISED:

The District recognizes that crowdfunding is a useful tool to assist teachers and other employees in the procurement of funding for specific projects and/or programs. Crowdfunding campaigns have been used with great success to provide revenues for such benefits as classroom supplies, educational programs, activities, and community advancement. However, the District also recognizes that unregulated use of employee crowdfunding campaigns that are administered on behalf of the District or an individual school or classroom within the District can subject the District and employees to legal liability.

Purpose

The purpose of this policy is to ensure that crowdfunding campaigns administered by employees in their capacity as District employees or on behalf of the District or to supplement any District programs are effectively regulated and are appropriately used to further the District's objectives and mission.

Definitions

"Crowdfunding campaign" means the practice of raising funds to meet an advertised goal or need by soliciting funds from a large number of people, typically via the Internet.

Prohibition on Unapproved Crowdfunding on Behalf of the District

District employees, including teachers, coaches, staff and paraprofessionals, may not engage in crowdfunding campaigns in their official capacity as a District employee, on behalf of the District or for the benefit of a District program or activity, without notifying the finance department at the district office and obtaining prior written authorization from the building administrator.

Employees who have not obtained prior written approval pursuant to this policy may not:

1. Solicit funds or items on behalf of the District or an individual school or classroom within the District on a crowdfunding website;
2. Give the appearance of soliciting funds or items on behalf of the District on a crowdfunding website;
3. Use the District's name, logo, mascot, or other identifying information in a crowdfunding post;
4. Link to or reference any of the District's websites or social media sites; or
5. Link to or reference any other sites, platforms, or accounts associated with the District.

Absent prior written approval by the District of a crowdfunding project pursuant to this policy, employees are prohibited from providing any information that would lead a reasonable person to

conclude that the funds identified on the crowdfunding website are to be used by the District or for any District purpose or program.

Procedures

Employees wishing to utilize crowdfunding for District purposes or programs are required to obtain written permission to do so by submitting a Crowdfunding Request Form, to the building administrator. Written permission must be received before launching any crowdfunding web page or effort.

It shall be the responsibility of the building administration to approve or deny all crowdfunding requests and inform the district finance department. Crowdfunding requests that are incomplete, not submitted in writing, and/or do not meet the requirements of this policy shall not be considered for approval. Information required to be included in the crowdfunding request includes:

1. The name, job title, school, and contact information for the person overseeing the campaign;
2. The crowdfunding website to be used;
3. The items requested and/or the amount of funds targeted to be raised;
4. The classroom, program, and/or activity to be benefited;
5. The exact language that will be included in the post and/or advertising for the crowdfunding campaign; and
6. The start and projected end dates of the post and/or advertising.

Guidelines for Crowdfunding

1. All crowdfunding campaigns involving classroom materials, projects, or resources must be consistent with the District-approved curriculum;
2. Before the building administration accepts technology related items, the building administration is responsible for confirming acceptability with the building IT technician;
3. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and District policies;
4. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates; ~~and~~
5. To the extent that physical property and not funds are solicited, such property shall be delivered directly to the building administrator of the building where the items are to be used and shall be deemed District property, subject to District policies concerning the use and disposal of District property; ~~and~~

6. Funds donated through district approved crowdfunding campaigns should be directly deposited into district accounts from the crowdfunding platform and should never be deposited into individual employees' personal accounts. Employees should contact the finance department for instructions regarding account numbers that will be utilized for this purpose.

Crowdfunding campaigns may not:

1. Include personally identifying information of any District student or otherwise focus on any identifiable student or groups of students;
2. Include pictures of District students on the crowdfunding website or post any personal or biographical information about any individual student or students on the website absent prior written approval from the student's parent/guardian;
3. Reveal any confidential information concerning student academic or disciplinary records, personal confidences, health or medical information, family status or income, or assessment or testing results;
4. Reveal any confidential information about colleagues obtained through employment practices;
5. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;
6. Be used for personal gain to the teacher or to any individual other than the District-related benefits associated with the campaign's purpose;
7. Result in funds and/or items being provided or delivered directly to the individual who requested the funds;
8. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
9. Violate Title IX or any other applicable state or federal law;
10. Be contingent on additional District spending or require "matching" funds from the District or another organization;
11. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
12. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his or her IEP goals, or necessary to ensure

participation of a student or students with disabilities in school or any program offered by the District.

Requirements for Crowdfunding Sites

All crowdfunding sites that are approved by the District must meet all of the following requirements:

1. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct; and

Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, the building administrator in consultation with the Director of Fiscal Affairs shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

The District reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this policy or was in violation of the crowdfunding site's requirements, policies, or regulations.

The District reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Delegation of Responsibility

The Superintendent or designee shall ensure that procedures and guidelines are in place to monitor all crowdfunding requests. Building administrators will be responsible for forwarding all information to his/her staff. Building administrators are responsible for reviewing all crowdfunding requests and determining the appropriate response. The building administrator or designee shall review any ongoing crowdfunding campaigns to ensure compliance. The District's Director of Fiscal Affairs shall ensure the proper recording and accounting of any funds or items received through a crowdfunding campaign and shall be notified of any unused funds. The Director of Fiscal Affairs shall determine the most appropriate method of expending or returning any unused funds. These duties are intended as a guideline and in no way establish liability on the part of the District if a crowdfunding campaign fails to comply with District policies, state or federal law.



Cross Reference: 4530F Crowdfunding Request Form

Policy History

ADOPTED: 8/12/19

ISBA

REVISED

Crowdfunding Request Form

Page 1 of 2

Contact Person

Name: _____ Date _____

Job Title: _____ School _____

Phone Number(s): _____

Campaign Information

Website to be used: _____

Items Requested, include itemized list with estimated costs (attach additional documents if needed): _____

Total funds targeted to be raised \$ _____

Recipient classroom, program and/or activity: _____

Exact language to be included in the post and/or advertising for the crowdfunding campaign (attach additional documents if needed): _____

Campaign Start Date: _____ End Date: _____

Signatures

If the effort seeks to obtain technology-related items, I have consulted the coordinator of technology and media service, and the coordinator has confirmed the technology-related items for the crowdfunding are acceptable.

If the effort seeks to obtain monetary donations, I understand that these donations must be deposited directly into a district account. This includes donations made through a crowdfunding platform that will be transferred from that platform to a district account once the campaign has been completed. I will communicate with the finance department to receive instructions related to the account number for the district donation account to be used for this purpose.

☐ I have read and agree to abide by Policy 4530 Crowdfunding. I understand that I must have the written permission of the building principal before I begin this crowdfunding webpage or effort.

Signature: _____ Date: _____

Building Principal Signature: _____ Date: _____

ADOPTED: 11/11/19

ISBA

REVISED:

For purposes of this policy, Work Day for ~~certificated~~ **certified** employees is defined as the time an employee is expected to be on the school's premises.

~~Work Day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.~~

The length of a work day for a certified employee shall be established by the Collective Bargaining Agreement (CBA.) See Policy 5900.

Length of Work Day - Classified

Work Day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)hour-per-day/forty-(40)hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. **As per policy 5805, regular attendance and punctuality are required.**



Cross Reference: 5805 Classified Personnel
5810 Compensatory Time and Overtime/Classified Employees

Legal Reference: 29 USC 201 to 219 Fair Labor Standards Act of 1985
29 CFR 516, *et seq.* FLSA Regulations Idaho Department of Labor

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: