

MEMORANDUM

To: Board of Trustees
Twin Falls School District 411
From: Eva Craner, Director of Public Relations
Re: Policy Updates
Date: January 9, 2023

Second Reading:

ISBA Updates:

- 2100 Curriculum Development, Approval, and Assessment NEW TITLE
- 2500 Library Materials
- 2510 Selection of Library Materials
- 2510P Selection and Weeding of Library Materials
- 2520 Curricular Materials
- 2530 Learning Materials Review
- 2530F Learning Materials Review - NEW
- 2540 Selection Adoption and Removal of Curricular Materials

Administrative Updates:

- 3780 Transportation to School-Sponsored Activities
- 4230 Distribution and Posting of Materials and Notices
- 4600 Volunteer Assistance
- 8310 Automated External Defibrillators

The Board is responsible for curriculum adoption and must approve all significant changes; including the adoption of new textbooks, new courses, and new remote learning programs. The board is responsible for overseeing all curriculum and has a specific responsibility to approve the adoption of new curricular materials, the addition of new courses, and the use of new remote learning programs. The Superintendent or designee is responsible for making curriculum recommendations. The curriculum shall be designed to accomplish the learning objectives and goals for excellence consistent with the District's educational philosophy, mission statement, objectives, and goals.

Development and Assessment

A written, sequential ~~curricula~~ curriculum shall be developed for each subject area. The ~~curricula~~ curriculum shall address learner goals, content and program area performance standards, and District education goals, and shall be constructed to include such parts of education as content, skills, and thinking. The District shall also develop a curriculum review cycle and timelines for curriculum development and evaluations.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for the development and implementation of the curriculum and assessment that are consistent with the goals of the education program. The Board, utilizing the process outlined in Policy 2540, will adopt the official curricular materials for all curriculum programs. The Board is not required to adopt the supplementary materials that may be utilized to support a curriculum.

In all program areas and at all levels, the District shall assess student progress toward achieving learner goals and program area performance standards including: the content and data; the accomplishment of appropriate skills; the development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the educational program, and use effective and appropriate tools for assessing such progress. This may include, but is not limited to: standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; end-of-course assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carry-over skills to other program areas and outside of school.

All courses of instruction shall comply with State statutes and the rules of the State Board of Education.



Cross Reference: 2000 Instructional Goals

2100P Curriculum: Adding, Deleting or altering Courses or Curriculum
2520 Curricular Materials
2540 Selection, Adoption & Removal of Curricular Materials
2800 Instructional Objectives

Legal Reference: I.C. § 33-512A District Curricular Materials Adoption Committees
I.C. § 33-1601 et seq. Courses of Instruction
IDAPA 08.02.01 et seq. State Board of Education - Rules Governing
Administration

Policy History:

Adopted on: 8/11/14

ISBA

Revised on: 10/12/20

The school library is a principal location for students to inquire, study, evaluate, and gain new understanding and maturity. The District has the authority to regulate education and to determine the contents of the library collection. However, the Board also recognizes students' First Amendment constitutional rights. The school libraries of this District are guided by the principles set forth in the School Library Bill of Rights endorsed by the American Association of School Librarians in 1969.

Additionally, the District's school libraries adhere to all applicable District policies and procedures pertaining to student privacy and compliance with the Family Educational Rights & Privacy Act (FERPA) when it comes to records of materials checked out by students and any other student records.

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 ~~or designee~~ 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 ~~or designee~~. 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.

Any parent/guardian of a District student, any student, any employee, or any District resident may ~~challenge~~ request the formal review ~~the selection of materials in for~~ the library/media center. Policy 2530 Learning Materials Review shall be utilized to determine if the ~~challenged material in question~~ is appropriate for ~~properly inclusion located~~ in the library.



Cross Reference:	2140	Student and Family Privacy Rights
	2510 & 2510P	Selection of Library Materials
	2520	Selection, Adoption, and Weeding of Curricular Materials
	2530	Learning Materials Review
	3570	Student Records
	3575	Student Data Privacy and Security

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

Other Reference: Idaho Commission for Libraries website: <https://libraries.idaho.gov/>

Access to Resources and Services in the School Library by The American
Library Association

School Library Bill of Rights (1969)

<http://ethics-t.iit.edu/ecodes/node/3755>

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED: 5/9/22

The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. ~~It is the objective of these libraries to provide a wide range of materials on all appropriate levels of difficulty, with a diversity of appeal, and the presentation of different points of view.~~ the District's school libraries support educational programs by providing students with a wide range of educational materials. These materials capture all levels of difficulty, appeal to a wide range of interests, exist in a variety of formats, and present many different points of view. Library Materials should be educationally suitable and should not be pervasively vulgar based on the age groups with which it is used. Library materials shall be considered in light of their appropriateness for the oldest students who will have access to them.

~~The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.~~

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights, endorsed by the American Association of School Librarians in 1969.

Although the Superintendent or designee is responsible for ensuring qualified staff select ~~the selection of~~ library materials according to appropriate criteria, the ultimate responsibility for the selection of library materials rests with the Board.

The Board, acting through the Superintendent, thereby delegates the authority for the selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.

Library materials may include, but are not limited to print books, recordings, digital materials, periodicals and newspapers, and even equipment. This selection policy and its related procedure shall apply to all types of library materials.

The District's school libraries shall adhere to District policies and procedures related to copyright.



Cross Reference:	2150	Copyright
	2500	Library Materials
	2530	Learning Materials Review & Reconsideration
	4500	Public Gifts/Donations to the Schools
	9100	Use and Disposal of School Property

Legal Reference: IC § 33-601 School Property - Real and Personal Property — Acquisition,
Use or Disposal of the Same
US Constitution, First Amendment

Other Reference: School Library Bill of Rights
(1969) <http://ethics-t.iit.edu/ecodes/node/3755>

Idaho Commission for Libraries website: <https://libraries.idaho.gov/>

The Freedom to Read Statement:
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED:

PROCEDURE TITLE: Selection and Weeding of Library Materials

PROCEDURE NO: 2510P

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The selection of library materials is a professional task conducted by the library staff. The librarian shall plan the acquisition of new materials as well as the maintenance and taking of inventory of library materials. This should include review to determine whether materials should be removed as part of the weeding process.

~~In selecting library materials, the librarian will evaluate the existing collection, assess curricula needs, examine materials, and consult reputable, professionally prepared selection aids.~~

Weeding

In selecting library materials, the librarian or their designee will consider whether they:

1. Fill a gap between the existing collection and the wants/needs of students and staff;
2. Are integral to the instructional goals, curricular, or extra-curricular programs of the school;
3. Are appropriate for the reading level, understanding, and access abilities of students in the school;
4. Reflect the interests and relevant needs of the students and staff;
5. Warrant inclusion in the collection because of literary, historical, or artistic value and merit;
6. Present information with the greatest degree of currency, accuracy, and clarity possible;
7. Represent a fair and unbiased presentation of information while also representing as many shades of opinion as possible, in order that varying viewpoints are available to students; and
8. Reflect a variety of cultural backgrounds.

The librarian will examine materials and consult reputable, professionally prepared selection aids when selecting materials. They shall also seek and consider recommendations of material to acquire from teachers, students, administrators, and other District staff and community members as appropriate. The actual resource will be examined whenever possible.

The librarian shall also consider whether new material formats, such as online databases, ebooks, streaming media, apps, etc., should be added to the library's collections. Factors to consider in this decision include current demand, trends or growth in demand, and strengths and weaknesses of the format. Accessibility to patrons with special needs should also be considered when purchasing materials.

Special Collections

The District's school libraries may maintain special collections that reflect the unique character and mission of the schools these libraries serve. Each school library may have different priorities within its collections or special collections, and schools with specialized curriculums may have special collections that support those areas. Therefore, if a special collection is needed in a school library, then that school librarian shall work to develop a school-specific selection process providing guidelines for their special collections.

Weeding

When materials no longer meet the criteria for selection, they shall be removed as part of the weeding process ~~weeded~~. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, incongruous with the collection, or worn out.

The librarian of each school shall be responsible for ensuring the library's collection is reviewed regularly in accordance with this procedure. All materials shall be considered for weeding based on accuracy, currency, and relevancy. Space limitations, edition, format, physical condition, and number of copies are considered when evaluating materials. The librarian will also consider how frequently an item is checked out or used by members of the school community to determine whether it still provides value. The weeding process shall not be used to circumvent the process for reconsidering learning materials described in Policy 2530.

School librarians should develop processes to guide collection maintenance, conduct an inventory of the collection, and review the collection for weeding to ensure that materials and resources are available to students and staff and also to more efficiently manage the collection. These processes should include guidance on repair, replacement, and removal of materials.

Discarded materials will be clearly stamped:

“WITHDRAWAL FROM _____ PUBLIC SCHOOL LIBRARY”

Materials will be discarded in compliance with Policy 9100 ~~I.C. § 33-601~~. ~~The Board may sell materials with an estimated value of less than \$1,000, without appraisal, by sealed bid or at auction if there is at least one published advertisement prior to such sale. If the Board, by unanimous vote of those members present, finds that the materials have an estimated value of less than \$500.00 and is of insufficient value to defray the costs of arranging a sale, Accordingly, for property that has an estimated value of less than \$500, the materials may be disposed of in the most cost-effective and expedient manner. by an employee with such authority~~

Gifts

Gift materials may be accepted in accordance with District Policy 4500 and procedures on donations and gifts with the understanding that they must meet criteria set for book selection. The school librarian shall evaluate whether a donated item meets the criteria for acceptance and ensure it is added to the collection or discarded according to the criteria in this procedure. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life. Donated materials that do not meet the District's criteria for inclusion in the library

collection may be used for other purposes. This may include altering or cutting out portions of the book for art projects or other activities.

When feasible, the school librarian should explain to donors the District's practices regarding accepting and discarding donated materials. School librarians may maintain lists of suggested materials a donor might purchase for the library.

~~Gift materials may be accepted with the understanding that they must meet criteria set for book selection.~~



Cross Reference: 9100 Use and
Disposal of School Property
4500 Public Gifts/Donations to
Schools

Legal Reference:

I.C. § 33-601 Real and Personal Property – Acquisition,
Use or Disposal of the Same.

Procedure History:

Adopted: 8/11/14

ISBA

Revised:

~~The term “curricular materials” is defined as “textbooks, instructional media, including software, audio/visual media, and internet resources.”~~

The term Curricular Materials is defined as the district-provided textbooks and accompanying instructional materials, software, audio/visual media, and internet resources. “Curricular Materials” does not include supplemental materials used by teachers. However, all supplemental materials must be in alignment and in support of district approved curriculum. Supplemental materials are subject to review by parents/guardians as detailed in Policy 2425

The Board is legally responsible to approve and to provide the necessary curricular materials used in the District. ~~Textbooks and instructional materials~~ Curricular materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

~~The Board may establish a curricular materials adoption committee for the purpose of advising the Board on selection of curricular materials for use within the District that are not covered by the State Curriculum Materials Committee. At least half one-fourth (1/4) of this committee must be comprised of persons other than public educators and trustees. All meetings of the committee shall be held in open session and be duly noticed.~~

Curricular materials may be made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement costs, however, as well as for excessive wear, unreasonable damage, or lost materials. The professional staff will maintain records necessary for the proper accounting of all curricular materials.

~~Any person may submit oral or written objections to any curricular materials under consideration.~~

Curricular materials provided for dual credit courses offered by an institution of higher education are selected by the higher education institution and not the District. The District has no control over the selection, adoption, and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.



Cross Reference: 2530 Learning Materials Review
2540 Selection, Adoption, and Removal of Curricular
Materials
2425 Parental Rights

Legal Reference: I.C. § 33-118A Curricular materials – Adoption procedures
I.C. § 33-512A District curricular materials adoption committees
IDAPA 08.02.03.112 Curricular Materials Selection

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED: 8/10/20

All parents/guardians have the right to provide input concerning the learning materials chosen by the Board and the District. The Board and District have the obligation to honor community input concerning learning materials while upholding the First Amendment of the US Constitution which provides all the freedom to share one's views and also receive information

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. Feedback and suggestions will only be accepted from individuals belonging to at least one of these groups.

Learning materials, for the purposes of this policy, shall include Board approved curriculum curricular materials and any supplemental 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. Library materials shall be considered in light of their appropriateness for the oldest students who will have access to them.

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~~ concern 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 or library material to be used by that parent's child in place of the ~~challenged resource~~ material in a manner that complies with Policy 2425 Parental Rights.

All concerns voiced via the informal process shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. If the complainant individual is not satisfied after the informal process and desires the material undergoes a formal review wishes to make a formal challenge, they may follow the staff member may direct the complainant to the formal process outlined below.

Formal Process

An eligible party who wishes to make a formal objection should submit their concern complaint in writing to the Superintendent utilizing the 2530F Learning Materials Review Form. During the formal review, the materials will remain available to students except for those that are needed for the review committee or at the discretion of the Superintendent.

The Superintendent or a designee appointed by the Superintendent shall convene a learning materials review committee who will provide an objective evaluation of the material. The committee shall contain an odd number of members. 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 - If the challenged material was selected by a specific teacher or librarian, that individual will not be selected for the committee;
3. Administrators;
4. Parents/guardians of District students including parents whose children have already graduated; and
5. Any other appropriate individuals selected by the Superintendent.

A person who has submitted a formal concern regarding a learning material shall not participate in the formal review of that item.

All members of the committee shall review the challenged resource. They committee shall also consider written or verbal comments submitted by parents/guardians of District students, District students, District employees, and District residents on the material in question. For library materials, the resource in question must be read or reviewed in full by each committee member. For materials that are a part of material used in classroom instruction, the teacher shall present to the committee on its role within the classroom. Passages or parts of the work in context shall not be considered out of context, and the values and faults of the work should be weighed against each other. Decisions about what action to take regarding the material shall be based on the materials as a whole. Where appropriate, the committee may solicit advice or opinion from other District staff and/or relevant professional organizations of librarians, English teachers, and appropriate professionals.

The committee shall vote on whether the challenged resource-material should be kept or removed in accordance with the principles set out in this policy or whether some other change should be made. In the case of library material, it shall include a recommendation to:

1. Retain the material in its original location; or
2. Relocate the material to another location, such as library or classroom that serves older students; or
3. Remove the material entirely.

The committee shall prepare a written report of its findings and provide copies to the Superintendent, the complainant individual who requested the formal review, and to staff members who oversee the use of the resource- that includes both majority and minority opinions on the learning material or library resource under consideration. The report may differ depending on the type of resource being challenged.

The Superintendent shall review the committee's report. If the material under consideration is part of the District's curriculum-approved curricular materials, and if the committee votes in favor of removing it from the curriculum-curricular materials, 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. This process shall be completed no later than the end of the following quarter from when the review was requested. The Superintendent shall notify the individual requesting the formal review of the outcome, including the recommendation of the committee.

If the material in question is a library resource or other material available to students, such as supplemental material used in the classroom, and not part of the District's Board-approved curriculum-curricular materials, the Superintendent shall determine whether to accept keep or remove the committee's recommendation or whether material in question or if some other change should be made. This process shall be completed no later than the end of the following quarter from when the review was requested. The Superintendent's shall notify the individual requesting the formal review of the outcome, including the recommendation of the committee. 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 concern during a properly noticed meeting of the Board. The decision of the Board will be final.

Learning materials that undergo the formal review process may not be re-reviewed for three calendar years.

A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility or bad intentions by the professionals involved in the original selection and/or use of the material.



Cross Reference:

2425 Parental Rights
2520 Curricular Materials
2530F Learning Materials Review Form
2500 Library Materials
2510P Selection of Library Materials
4120 Uniform Grievance Procedure

Other Reference: Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>
Idaho Commission for Libraries website: <https://libraries.idaho.gov/>

Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 5/9/22

The trustees of the Twin Falls School District have established a formal process for eligible parties who wish to submit a learning material reconsideration. For the purposes of this process, learning materials includes:

1. Approved curricular materials;
2. Supplementary learning material used in classroom instruction;
3. Library materials; and
4. Any materials to which a teacher might refer a student as part of the course of instruction.

This form is required when making a formal complaint. It will then be turned over to the Learning Materials Review Committee.

Before submitting this form, please discuss the resource with the school librarian, in the case of a library resource, or teacher, in the case of a classroom resource.

Please review Policy 2530 before submitting a complaint.

If you object to your child using a particular learning material in the classroom, Policy 2425 provides a way to request an alternative resource for your child.

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Please check each of the following that describe you:

____ Parent or Guardian of District Student

____ Current Student

____ District Employee

____ District Resident

____ None of the Above

Please check each of the following that apply:

____ The material was used as a part of classroom instruction; or

☐ The item was available for check-out in the school Library:

Please check the applicable box below to help us identify the resource:

<input type="checkbox"/> Book or E-book	<input type="checkbox"/> Movie	<input type="checkbox"/> Magazine
<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Digital Resource	<input type="checkbox"/> Game
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other: _____	

Title: _____

Author/Producer: _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

If this is material used in the classroom, were you provided an alternative instructional resource?

Why do you believe this resource should be removed from use in the classroom/removed from the school library? Please indicate areas that you object to, and state your reasons for your objections.

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

☐ Retain the material in its original location; or

Relocate the material to another suitable section; or

 Remove the material entirely.

 Other requested remedy: _____

~~Curriculum committees will generally be responsible to recommend textbooks and major instructional materials for consideration by the Board for curricular materials that are not covered by the State Curriculum Materials Committee.~~

The Superintendent, as the designee of the Board, shall establish Curricular Materials Adoption Committees according to State guidelines for the purpose of advising the Board on the selection or removal of curricular materials as defined in Policy 2520 for use within the District. At least half of a Curricular Materials Committee must be comprised of persons other than public educators and trustees and shall include parents of a child or children attending a school or schools within the District. All meetings of Curricular Materials Committees shall be held in open session and be duly noticed.

Curricular Materials Committee recommendations will be made to the Superintendent, with a final decision being made by the Board of Trustees. The function of the Curricular Materials Adoption Committees ~~committees~~ is to ensure that materials are selected in conformance with State law, ~~stated criteria~~ and established District goals and objectives.

For dual credit courses offered through institutions of higher education, the selection, adoption, and removal of curricular materials is handled by the higher education institution. The District has no control over the selection, adoption and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

Selection and Adoption

~~The Curricular Materials Adoption Committees shall should~~ develop, prior to material review ~~selection~~, a set of selection criteria against which curricular materials will be evaluated. The criteria should include, ~~but not be limited to~~, the following. ~~along with other appropriate criteria.~~ Curricular materials shall:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Be congruent with identified instructional objectives;
- Provide background information to enable students to make intelligent judgments;
- Present more than one viewpoint on controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict members of ~~present~~ minority ~~ies~~ groups realistically and in a non-stereotypical way;
- ~~present non-stereotypic models;~~

- facilitate the sharing of cultural differences; and
- be appropriately priced.

Any person may submit written objections to any curricular materials under consideration or may utilize Policy 2530 to voice a concern about a curricular material currently in use.

Removal

Curricular materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Policy 2530 Learning Materials Review Process.



Cross Reference: 2520 Curricular Materials
2530 Learning Materials Review

Legal References: I.C. § 33-118A Curricular Materials – Adoption Procedures
I.C. § 33-512A District Trustees - District Curricular Materials Adoption Committees
IDAPA 08.02.03.128 Curricular Materials Selection

Policy History:

ADOPTED: 8/11/14

ISBA

REVISED: 8/10/20

The District will provide transportation to all school-sponsored activities for students participating as individuals or team members representing the District that are scheduled at a location outside this District. Any out-of-state transportation must have prior approval by the School Board. In accordance with Idaho Code, at any time that School District approved transportation is being driven by a coach or other authorized individual, the driver must possess a valid Idaho Commercial Driver's License when the occupant load, including the driver, is 16 or more individuals.

All student participants are required to ride the bus to and from these scheduled events, unless alternative transportation is pre-approved by the coach/advisor. If a student participant wishes to ride with his/her parent/guardian, arrangements must be made by the parent/guardian with the coach/advisor in writing. Riding with a parent or guardian to an event is discouraged and will only be permitted in extenuating circumstances. Parents wishing to transport their student(s) to activities should utilize form 3780F.

Under no circumstances will student participants be allowed to transport themselves or other students to or from the activity, except in the presence of his or her parent/guardian.

This policy does not apply to activities, in which student participation is optional, or attendance as a spectator at an event.



Legal Reference: Idaho Code Section 33-512(12)

Cross Reference: 3780F

Policy History

ADOPTED: 12/08/08

EMT

REVISED: 8/11/14

12/13/21

Organizations may ask the Superintendent or designee for permission to:

1. Display posters in the area reserved for community posters; or
2. Have flyers, notices, brochures, or other types of written information distributed digitally to parents of district students.

~~Organizations who wish to distribute materials in the schools must submit the material to the superintendent or his designee for initial approval a minimum of two business days before the proposed distribution.~~

Posters

Organizations that wish to display posters in the schools must submit the material to the Superintendent or his designee for initial approval a minimum of two business days before the proposed posting.

The Superintendent will designate approval by initialing the information to be posted distributed. The superintendent's approval indicates to the building administrator that the information **may** be posted distributed.

The building principal **may** decide whether distributing displaying such a poster ~~any document~~ is in the best interests of his/her students and may delay, prohibit altogether, or alter the manner or location in which information is posted distributed as he/she deems appropriate.

No poster for purely commercial purposes shall be posted unless the purpose is to further a school activity, such as graduation, class pictures, or class rings.

Flyers

Flyers will be distributed using the online distribution platform provided by the District. Community organizations wishing to distribute flyers to District families may be charged a fee by the online flyer distribution platform. Flyers will be approved and distributed once a week via email and will be posted on the school's and/or district's online flyer board. Flyers are not sent during winter and spring break. Flyers are sent during the summer.

Guidelines for Approval of Flyers and Posters

Posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright;

5. Be obscene, vulgar or indecent;
6. Attack ethnic, religious or any racial group ("hate literature");
7. Promote hostility, disorder, or violence;
8. Promote activities or actions that are contrary to statute, state board rules and regulations, or local school board policies and/or procedures;
9. Proselytize a particular religious or political belief;
10. Invade the rights of others or be libelous;
11. Inhibit the functioning of the school;
12. Advocate interference with the rights of any individual;
13. Favor or oppose any political candidate;
14. Present obscene or pornographic material as defined by prevailing community standards;
15. Promote products or services for commercial purposes that do not significantly contribute to the instructional program, student benefit, or community betterment;
16. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children; and
17. Imply Twin Falls School District's endorsement of any identified product and/or services.

~~No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students. Additionally, the person agrees to:~~

- ~~1. Distribute the material at places within the school or on school grounds as designated by the school principal, except that in no event will the materials be distributed directly to students in class.~~
- ~~2. Distribute the materials before school, during regularly scheduled lunch periods, or after the close of school.~~
- ~~3. Not in any way compel nor coerce a student to accept any materials.~~
- ~~4. Remove from school premises or grounds all discarded items.~~

~~If permission is granted to distribute, the organization must arrange to have copies delivered to the school. Approved literature must be delivered to the building secretary in bundles of 25 for easy distribution. Literature will not be accepted for distribution prior to the start of the school year, during the first two weeks of the school year, or the last two weeks of the school year.~~

~~In the event the Superintendent rejects a request for the material distribution, and the distributor disagrees with the decision, they may utilize the Uniform Grievance Policy 4120. the decision may be appealed to the Board of Trustees.~~

~~This policy governs non-curricular materials, not supplementary instructional materials, which are covered by other policies or procedures. However, staff members will not distribute non-curricular materials to students unless they are approved for distribution as identified in this policy. District personnel must abide by this policy for the distribution of all non-instructional~~

materials. ~~The superintendent may make a copy of this policy available to any person or persons wishing to distribute non-curricular materials.~~

Violation of this policy by students or staff will result in disciplinary action. Violation of this policy by any other person or persons may result in a Board action to litigate for injunctive relief and/or damages where applicable.



Policy History

ADOPTED: 8/11/14

ISBA

REVISED: 10/12/14
10/9/17
1/8/18

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The initial approval of a volunteer must come from the Human Resources Department with the final approval resting with the Building Administrator. ~~The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.~~ The following procedural guidelines are set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Being a community member of good standing and possessing an aptitude/interest for working with students and teachers;
2. Being dependable and of appropriate character to work with students and teachers;
3. ~~Completing a Volunteer Application provided by the District, which shall include~~ ~~Completing~~ a Criminal History Records Check. All volunteers must complete a Criminal History Records Check as part of the Volunteer Application supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service; and
4. Reading the District's policy and procedure regarding volunteers, provided during the application process. ~~and~~
5. ~~Completing a Volunteer Application provided by the District.~~

Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

1. The ~~employee individual~~ must perform the voluntary service without promise, expectation, or receipt of compensation for services rendered;
2. Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, ~~from any employer~~; and
3. The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements

1. Any volunteer who falsifies information on his or her application will not be eligible for service;
2. Volunteers will work with students in areas designated by school staff;
3. Volunteers will treat all students equally regardless of gender, gender identity and expression, sexual orientation, race, religion, or culture and refrain from making any comments that can be construed as racist, sexist, homophobic, transphobic, or bigoted;

4. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products;
5. Volunteers will refrain from engaging in conversations with students about controversial topics;
6. Disciplinary issues should be referred to the student's teacher;
7. Volunteers may not be in possession of or under the influence of alcohol or illegal substances; and
8. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he or she may not perform volunteer services in the District.

Background Check

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required background check.

If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended.

1. Convicted of any crime against persons;
2. Found to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse; or
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the District application form, his or her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, ~~in consultation with legal counsel,~~ whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the building Principal who shall base placement decisions on data regarding staff needs. Volunteers shall not make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building Principal.

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and/or teaching staff. In instances where building administrators have created a volunteer position where the volunteer will not be under the supervision of a staff member, there will be additional background check requirements including but not limited to drug screening and fingerprinting. ~~Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.~~

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he or she will report this injury to the building Principal as soon as reasonably possible.

Relationship Between Schools and Volunteers

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the building administrator ~~volunteer coordinator or Principal as appropriate.~~

All volunteers working in schools will be under the direct supervision of a member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who will have contact with students on a regularly scheduled or continuing basis. These materials will be provided as part of the application process. ~~These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.~~ Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal. ~~Exceptions~~

~~would be District wide programs established by the administration whereby general volunteer programs would be defined.~~

Each school should ~~thoroughly orient~~ provide volunteers to ~~information about~~ the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school only in a responsible manner.

- ~~1. Training at local schools should not be held simultaneously with school sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school sponsored event.~~
- ~~2. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.~~
- ~~3. All volunteers will be oriented on the following:~~
 - ~~A. Volunteer guidelines, policies, and procedures;~~
 - ~~B. Expectations for creating positive school climate;~~
 - ~~C. Safety and security issues;~~
 - ~~D. Confidentiality: All communications are to be kept strictly confidential. Information about students may be shared only with the teacher, principal, or guidance counselor of the school;~~
 - ~~E. Transportation;~~
 - ~~F. Dress code;~~
 - ~~G. Sexual harassment; and~~
 - ~~H. Blood borne pathogens~~
- ~~4. Volunteers may receive initial training from any Twin Falls School District school or from the District office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.~~
- ~~5. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.~~
- ~~6. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the District office or at a local school each month.~~

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping, and material preparation tasks. The assignment shall be limited

to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor, or principal.

Additional specific areas in which a volunteer may be used are as follows:

1. Reading stories to students;
2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
4. Lecturing on special topics;
5. Assisting with technology;
6. Helping to set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting in field trips;
10. Assisting in supervising playgrounds;
11. Tutoring;
12. Contacting groups of parents by telephone;
13. Organizing parents for special projects;
14. Mentoring; and
15. Participating in business and community partnerships.

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Termination

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Inability to cooperate and work effectively with site staff and students;
5. Activities that threaten the order or security of the site or the safety of the volunteer;
6. Erratic or unreliable attendance or behavior;
7. Unsatisfactory service;
8. Sexual misconduct;
9. Providing falsified information on the application;
10. Establishing inappropriate relationships with youth served; and
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his or her services when, in the judgment of the administrator, circumstances necessitate termination.



Cross Reference: 3085
3085P

Sexual Harassment, Discrimination and Retaliation Policy
Title IX Sexual Harassment Grievance Procedure,
Requirements and Definitions

Procedure History

ADOPTED: 10/12/15

ISBA

REVISED:

Twin Falls School District #411 has installed automated external defibrillators in some District school buildings to assist those on school property requiring immediate medical intervention related to cardiac episodes. An automatic external defibrillator (AED) is used to treat victims in the first critical moments after sudden cardiac arrest. It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The AED may be used by any volunteer responder ~~who has successfully completed approved CPR and an AED training program~~. The defibrillator shall be maintained and tested by the District owner according to the manufacture's operational guidelines. Any person who renders emergency care of treatment of a person in cardiac arrest by using an AED must activate the emergency medical service system (i.e. call 9-1-1) as soon as possible and must report any clinical use of the defibrillator to the prescribing physician.

~~Any person or entity who~~ When the District acquires a defibrillator the Director of Operations or designee shall notify an agent of the emergency communications system or emergency vehicle dispatch center of the existence, location and type of defibrillator.

The extent to which individuals respond shall be appropriate to their training and experience. The emergency medical response may include CPR, AED or medical first aid. School employees as well as any person who reasonably renders emergency care using an AED without remuneration or expectation of remuneration are protected under the provisions of Idaho Code 5-337 relating to civil immunity for the use of AEDs.

For purposes of this policy, expected AED users shall complete training in the use of an AED provided by the American National Red Cross, the American Heart Association or through an equivalent course of instruction by similar entity.

The immunity from liability does not apply if the acts or omissions amount to gross negligence or willful or wanton or reckless misconduct.

Legal Reference: I.C. 5-337 Immunity for use of Automated External Defibrillators (AED)



Policy History

ADOPTED: 1/9/17

Revised: