

## **MEMORANDUM**

**To:** Board of Trustees  
Twin Falls School District 411  
**From:** Eva Craner, Director of Public Relations  
**Re:** Policy Updates  
**Date:** Aug. 11, 2023

### **Second Reading:**

#### **ISBA Updates:**

- 1100 Membership
- 1303 Policies Procedures to Review Annually
- 2120 Program Evaluation and Diagnostic Tests
- 2130 Research Studies
- 2140 Student and Family Privacy Rights
- 2425 Parental Rights
- 2425P Parent/Guardian Notification of Changes in Health and Well-Being NEW
- 2425F Efforts to Notify of Changes in Student Health or Well-Being NEW
- 2606 Middle School Credit NEW TITLE
- 2700P High School Graduation Requirements
- 3010 Open Enrollment
- 3010P Open Enrollment
- 3010F Open Enrollment Form
- 3080 Attendance by Out of State Students
- 3500 Student Health/Physical Screenings/Examinations
- 3570 Student Records
- 3570P Student Records
- 3570F Student Records – Notification to Parents and Students of Rights Concerning a Student's School Records
- 4420 Visits to District Property by Sex Offender NEW TITLE
- 4510 Public Gifts to the Schools, Donations of Material & Equipment Affecting Building Structure or Maintenance
- 5340 Evaluation and Probation of Certified Employees
- 7402 Restrictions on Contracts NEW TITLE
- 7408 Entering into Professional Service Contracts
- 9802 Display of the National Motto NEW

#### **Administrative Updates:**

- 3370P Search and Seizure

The District is governed by a Board of Trustees consisting of five (5) members. Each member is to represent a different trustee zone unless a trustee was appointed at-large to fill a Board vacancy. The Board's powers and duties include the broad authority to adopt and enforce all necessary policies for the management and governance of the public schools. Except as otherwise provided by law, trustees shall hold office for terms of four (4) years until January 1 of the year in which the trustee's term expires.

When a change in the boundaries of a duly elected Trustee's zone causes them to no longer reside in the zone they were elected to serve, the Trustee shall be allowed to remain in office for the remainder of their term. This shall not apply to a Trustee who resides at a different address from the one they resided at when the election took place. In such cases and in cases where the Trustee was appointed to represent a zone they no longer reside within, a vacancy shall be declared as described in Policy 1140.

All trustees shall participate on an equal basis with other members in all Board business transactions. Official action by Board members must occur at a duly called and legally conducted meeting. A meeting of the Board means convening to make a decision or to deliberate toward a decision on any matter.

School board members, as individuals, have no authority over school affairs or personnel, except as provided by law or as authorized by the Board.



**Cross Reference:** 1140 Board Vacancies

**Legal Reference:** I.C. § 33-313 Trustee Zones  
I.C. § 33-501 Board of Trustees  
I.C. § 33-504 Vacancies on Boards Of Trustees  
I.C. § 67-2341 Open Public Meetings – Definitions

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/12/19

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
3346**	Use of Restraint, Seclusion, and Aversive Techniques for Students
3500*	Student Health/Physical Screenings/Examinations
3510*	Student Medications
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 party 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:** 5/9/22

ISBA

**REVISED:** 5/9/22

The Board strives to achieve efficiency and efficacy in all facets of its operations. In order to achieve this goal, the Board shall strive to set forth:

1. A clear statement of expectations and purposes for the District's instructional program;
2. A provision for staff, resources, and support to achieve the stated expectations and purposes; and
3. A plan for evaluating instructional programs and services to determine how well expectations and purposes are being met.

Parents who wish to examine any assessment materials may do so by contacting the Superintendent-building administrator or designee. Parental approval is necessary before administering an individual intelligence test or a diagnostic personality test. ~~No tests or measurement devices containing any questions about a student's or the student's family's personal beliefs and practices in family life, morality and religion shall be administered unless the parent gives written permission for the student to take such test, questionnaire or examination.~~



<b>Cross Reference:</b> 2140	Student and Family Privacy Rights
3575	Student Data Privacy and Security

<b>Legal Reference:</b> 20 U.S.C § 1232(h)	Protection of Pupil Rights
I.C. § 33-1601 et seq.	Courses of Instruction
I.C. § 33-6000	Parental Rights

**Policy History:**

**ADOPTED:** 8/11/14

**ISBA**

**REVISED:**

The District recognizes the value of participation in educational research. Studies using observations, surveys, and experimentations can aid in the improvement of instructional programs in the school system as well as growth in the profession for individual teachers and researchers.

Simultaneously, the District recognizes that the amount of time available for student learning is limited and must be handled carefully. It is, therefore, important that only those research studies that are of the greatest value to the District should be allowed to be conducted in the school system.

All research proposals from outside sources shall be submitted in prospective form, with the instruments attached, to the Superintendent at least three (3) weeks prior to the date on which the research study is to be conducted. The prospectus must include the researcher's name, address, and phone number, as well as a description of the purpose of the study, the procedures to be used, the treatment of the data, and the distribution of the study. The Superintendent shall approve or disapprove all research studies. Approval shall be based on educational significance, project design, and lack of disruption to the regular school process. The primary criteria in approving research studies will be the value to the District. A final copy of the study shall be provided free of charge to the District.

~~No test, questionnaire, survey, or enumeration containing questions about a pupil's or his parent's personal beliefs, practices in sex, family life, morality, and religion shall be administered without Board approval and written parental permission.~~

Research studies making use of any survey, test, questionnaire, enumeration, or measuring device shall comply with all applicable requirements noted in Policy 2140



**Cross Reference:** 2120 Program Evaluation and Diagnostic Tests  
2140 Student and Family Privacy Rights

**Legal References:** IC § 33-6000 Parental Rights

Policy History:

**ADOPTED:** 8/11/14

EMT **ISBA**

**REVISED:** 8/10/15

### Surveys - General

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Any noncurricular-related survey, well-being questionnaire, or health screening must be approved by the Superintendent or designee before it is administered by an employee to any student. For the purposes of this policy, noncurricular surveys shall mean surveys other than those conducted as part of a student's course of study.

Personally identifiable information from student education records may be disclosed to an educational agency or institution in order to:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction.

In such cases, the school or District shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

### Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey:

1. That is created by a person or entity other than a District official, staff member, or student;
2. Regardless of whether the student answering the questions can be identified; and
3. Regardless of the subject matter of the questions.

### Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

In the case of such surveys, the student's parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request, and/or
2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercises this opt out option.

In the case of surveys, tests, or measuring devices on the following topics, the survey shall be provided to the parent(s)/guardian(s) and written parental permission shall be obtained before the survey is administered to the student.

1. A student's sexuality;
2. Sex;
3. Religion;
4. Personal political beliefs;
5. Mental or psychological problems;
6. Personal family information; and
7. Individual or family financial information.

For the purposes of this policy, personal family information means any of the information in this list or any personally identifiable information as defined in Policy 3575 about a student or any of their immediate relatives.

The employee overseeing any test, measurement device, survey, questionnaire, or screening for which such permission is required shall maintain documentation that all required parental and/or administrative permission has been given.

### Instructional Material

A student's parent(s)/guardian(s) within a reasonable time of the request may inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Collection of Personal Information from Students for Marketing Prohibited

The term "personal information," for purposes of this section only, means individually identifiable information including:

1. A student's or parent's first and last name;
2. A home or other physical address, including street name and the name of the city or town;
3. Telephone number; or
4. A Social Security identification number.

The District shall not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability from the District office upon request;

2. How to opt their child out of participation in activities as provided in this policy;
3. The approximate dates during the school year when an opt-out survey requesting personal information, as described above, is scheduled or expected to be scheduled; and
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.



<b>Cross Reference:</b> 2520	Curricular Materials
3200	Student Rights and Responsibilities
3500	Student Health, Physical Screenings, and Examinations
3575	Student Data Privacy and Security
4175	Required Annual Notices
4250	Educational Research

**Legal Reference:** 20 U.S.C. 1232(h) Protection of Pupil Rights  
 34 CFR Part 99 Implementing FERPA  
 I.C. § 33-6001 Parental Rights

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/10/15

9/14/15

3/14/16

The Board of Trustees encourages parents/guardians to be involved in their student's school activities and academic progress. As required by IC 33-6001, the District reinforces the rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their child.

The Board is mandated to adhere to laws, rules, and regulations including the Constitution of the State of Idaho; the rules of the Idaho State Board of Education (Idaho Administrative Procedures Act); the rules and regulations of the Idaho State Department of Education; the laws, rules, and regulations of the federal government and the U.S. Department of Education; as well as educational provisions outlined in the Idaho Code. These mandates include the requirement stated at Article IX, Section 1 of the Idaho Constitution that it is “. . . the duty of the Legislature of Idaho to maintain a general, uniform and thorough system of public, free common schools.”

Based upon the above provisions, as well as the State's mandated requirements for advancement and graduation, the District has established its practices, policies, and procedures as well as the approved curriculum and assessment program. The failure to follow the District's practices, policies, and procedures as well as the school's curriculum and assessment program amounts to a the District's violation of State and/or federal laws, rules, and regulations by the District, including but not limited to the failure to provide a general, thorough, free, and uniform system of public education as well as putting the District's operations and funding in jeopardy.

Parents, guardians, and students are expected to abide by the District's practices, policies, and procedures governing the operation of the schools, which are required by various State and/or federal laws, rules, and regulations. However, a student's parent/guardian has the right to reasonable academic accommodation if the accommodation does not substantially impact District staff and resources, including employee working conditions, safety and supervision on school premises for school activities, and the efficient allocation of expenditures. The District will strive to balance the rights of parents/guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operations of the school.

~~If a parent has an objection to the District's implementation of various mandates through the District's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation the appropriate avenue for the parent/guardian is first to seek to address such concerns through communication with the school's administration, district administration and Superintendent. Should that avenue not resolve the situation, a parent/guardian is free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.~~

If a parent has an objection to the District's implementation of various mandates through the District's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school's administration. Should

that avenue not resolve the situation, a parent/guardian should next utilize the Policy 4120

Uniform Grievance Policy to address such concerns with the appropriate district-level administrator. Further, if the parent/guardian continues to feel that their concerns are not addressed, they may follow the district chain of command and address their concerns with the Superintendent followed by the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.

A parent/guardian who has an objection to their child's participation in the District's adopted curriculum and/or the District's implementation of practices, policies, and procedures in accordance with educational mandates, on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program. ~~Except in the case of sex education curriculum a~~ A parent/guardian who chooses to not have their child participate in the provided educational activity, ~~with the exception of sex education curriculum,~~ shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to the District. The final decision as to the placement of such alternative educational activity shall be at the discretion of the District, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

In the case of dual credit courses offered by an institution of higher education, academic accommodations and excusing students from objectionable assignments is solely at the discretion of 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.

### Access to Learning Materials

Parents/guardians are entitled to review all learning materials as defined in policy 2530, instructional materials, and other teaching aids used in their student's classroom ~~of their student~~. Parents/guardian can request access to learning materials by contacting the school's administration during school hours.

### Student Wellbeing

If a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall report this change so the student's parent/guardian can be notified as described in Procedure 2425.

### Addressing Parent/Guardian Concerns

A parent/guardian who feels the District has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a grievance as described in Policy 4120 Uniform Grievance Policy.

### Notice

The District shall annually provide parents/guardians with notice of their rights as specified in this policy.



**Cross Reference:** 2340F Parental Opt-Out Form for Sex Education  
2420 Parental Involvement  
2425P Notification of Changes in Health and Wellbeing  
2530 Learning Materials Review  
4105F Request to Address the Board  
4120 Uniform Grievance Policy  
4175 Required Annual Notices

**Legal Reference:** Idaho Constitution Article IX  
I.C. § 32-1010 Intent of the Legislature – Parental Rights  
I.C. § 32-1012 Parental Right to Direct the Education of Children  
I.C. § 32-1013 Interference with Fundamental Parental Rights Restricted  
I.C. § 33-6001 Parental Rights  
I.C. § 33-6002 Annual Notice of Parental Rights  
I.D.A.P.A. 08, Titles .01, .02, .03 and .04

Policy History:

**ADOPTED:** 10/12/15

ISBA

**REVISED:** 10/10/16  
8/10/20

District staff shall notify the counselor and/or building administrator of any known change in a student's mental, emotional, or physical health or well-being using Form 2425F. For the purposes of this policy:

1. Mental health shall mean the state of health of somebody's mind;
2. Emotional health shall mean a person's ability to cope with and be aware of their own emotions, both positive and negative;
3. Physical health shall mean the condition of a person's body and the extent to which it is free from illness or is able to resist illness; and
4. Well-being shall mean a person's sense of feeling healthy and happy.

The counselor and/or building administrator shall notify the student's parent/guardian regarding this change and document their attempts to do so using Form 2425F.

District staff shall encourage students to discuss issues related to the student's well-being with the student's parent/guardian. At the request of the student or parent/guardian the counselor and/or building administrator or their designee shall attempt to facilitate a discussion of the student's well-being between the student and the parent/guardian.



Policy History:

**ADOPTED:**

ISBA

**REVISED:**

**Efforts to Notify Parent/Guardians of Changes in Student Health or Well-being**

Staff Member Reporting Change in Student Health or Well-being

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date you noticed this change in health or well-being: \_\_\_\_\_

Please explain this change and how you learned about it:


Staff Member Notifying Parent/Guardian of Change in Student Health or Well-being

Name: \_\_\_\_\_ Position: (Circle One): Counselor / Building Administrator

Date Form Was Received: \_\_\_\_\_

Please document the efforts made to contact the parent/guardian below:

Date	Time	Person You Tried to Contact	Mode of Communication	Successfully Contacted?


Please describe what you told them.

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Please indicate whether you took the following steps:

Yes / No      Encouraged the student to discuss issues related to the student's well-being with their parent/guardian

Yes / No      Encouraged the parent/guardian to discuss issues related to the student's well-being with the student

Yes / No      Offered to facilitate a discussion of the student's well-being between the student and the parent/guardian

The School District will award credit for courses completed by students attending middle school [~~junior high school~~], beginning in sixth (6<sup>th</sup>) grade. To be eligible for promotion to the next grade, students will be required to obtain the minimum credit requirements, or achieve the standards for alternate mechanisms, and comply with the District's attendance requirements.

### **MINIMUM CREDIT REQUIREMENTS**

To be eligible for promotion to the next grade level, each student will be required to:

1. Attain ~~eighty percent (80%)~~ **seventy-five percent (75%)** of the total credits attempted;
2. Attain passing grades ("D" or better) in each of the core content areas (math, language arts, science, reading, and social studies);
3. Attain a portion of the total credits attempted in each content area in which courses are taken except for areas in which instruction is less than a school year;
4. Comply with the District's attendance policy. In the event that a student fails to attend 90% of the classes, he/she will not receive credit for the class; and
5. To advance to the 9th grade complete instruction in career exploration.

Additionally, unless the student's parent/guardian provides the District with a written request that the plan not be developed, the student must develop a career pathways plan which outlines the student's plans for high school and beyond as required by IDAPA 08.02.03.104.02.a. The District shall make a good faith effort to notify each student's parent/guardian of their responsibility for assisting in the development and approval of the student's career pathways plan. Each year following the development of the plan until the student graduates or leaves the District, the plan shall be reviewed by the student and their parent/guardian. A copy of the plan will be provided to them to review, sign, and return to the District.

### **CREDIT RECOVERY**

A student who does not meet the minimum credit requirements may recover credit by obtaining a passing grade for an approved course in summer school, Bridge Academy, or through the Idaho Digital Learning Academy (IDLA) or other online courses. The parent or guardian of the student is responsible for any fees associated with credit recovery in summer school, IDLA, or other online courses. Credit recovery may also involve providing opportunities for additional instruction to students who, at mid-term, do not have a passing grade in the course, as determined appropriate by the principal.

### **ALTERNATE MECHANISM**

A student who does not meet the minimum credit requirements may be eligible for grade-level promotion if the student successfully completes the alternate mechanism. To accomplish this, the student must demonstrate proficiency of the appropriate content standards. The Superintendent or designee will appoint a committee to review the student's application for alternate mechanism and determine how the student will be required to demonstrate proficiency. Factors that the committee will consider include the student's GPA, coursework, ISAT scores, and attendance.

The District will submit its alternate mechanism to the State Department of Education when initially adopted and when modified.

### **SPECIAL EDUCATION STUDENTS**

The Individualized Education Program (IEP) team for special education students may establish alternate requirements or accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level.

### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

The Educational Learning Plan (ELP) for Limited English Proficient (LEP) students may establish alternate requirements or accommodations to credit requirements as deemed necessary for the student to become eligible for promotion to the next grade level.



#### **Cross Reference:**

2600	Promotion/Retention
3050	Attendance Policy

#### **Legal Reference:**

IDAPA 08.02.03.104.2	Middle Schools/Junior High Schools
IDAPA 08.02.03.107	Middle Level Credit System
IDAPA 08.02.023.104	Career Exploration Instruction

#### Policy History:

**ADOPTED:** 1/10/11

EMT

**REVISED:** 5/14/12

8/11/14

3/13/17

8/08/22

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

<b>Content Area</b>	
Core of Instruction	<b>36 credits (minimum)</b>
Electives	<b>16 credits (minimum)</b>
Total Credits	<b>52 credits (minimum)</b>
Language Arts (English – 8 credits and Speech – 1 credit)	<b>9 credits</b> <ul style="list-style-type: none"> <li>Classes must be taken over 4 years and must include: <ul style="list-style-type: none"> <li>English 9/Honors English 9 – 2 credits</li> <li>English 10/Honors English 10 – 2 credits</li> <li>English 11/Advanced Placement English 11 – 2 credits</li> <li>English 12/ Advanced Placement English 12 – 2 credits</li> <li>Speech – 1 credit</li> </ul> </li> </ul>
Mathematics	<b>6 credits</b> <ul style="list-style-type: none"> <li>Algebra I (or meets Algebra I standards) – 2 credits AND</li> <li>Geometry (or meets Geometry standards) – 2 credits OR</li> <li>Integrated Math I – 2 credits AND</li> <li>Integrated Math II – 2 credits <i>The combination of Integrated Math I and II meet the standards of Algebra and Geometry</i></li> <li>Secondary Mathematics of the student's choice – 2 credits</li> <li>Dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit Computer Science courses may be counted as a mathematics credit if the student has completed Algebra II (or equivalent integrated mathematics) standards.</li> <li>Students are encouraged to take math their senior year.</li> </ul> <p><i>*Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit</i></p>
Science	<b>6 credits</b> <ul style="list-style-type: none"> <li>4 credits shall be laboratory sciences</li> </ul>
Social Studies (Must include U.S. History – 4 credits, and American Government – 2 credits)	<b>7 credits</b> <ul style="list-style-type: none"> <li>Students must pass the U.S. citizenship test</li> <li>History (9<sup>th</sup> grade) – 1 credit</li> <li>U.S. History (10<sup>th</sup> grade) – 2 credits</li> <li>U.S. History/Advanced Placement U.S. History (11<sup>th</sup> grade) 2 credits</li> <li>American Government/ Advanced Placement American Government (12<sup>th</sup> grade) 2 credits</li> </ul>

Marketing Economics/Macro Economics	<b>1 credit</b>
Humanities (Interdisciplinary Humanities, Fine Arts or Foreign Language)	<b>2 credits</b> <ul style="list-style-type: none"> <li>• 2 consecutive years of world language are encouraged</li> <li>• The following courses will satisfy the two (2) humanities credits: 2D &amp; 3D Design, Pottery I II &amp; III, Digital Imaging, Bella Voce, Concert Choir, Chamber Singers, Symphony Band, Orchestra, World Language, Creative Writing I &amp; II, Drawing &amp; Painting I, II, III, and IV, Studio Art III and IV, Digital Art and Design I, II, III, and IV, Wind Ensemble, Varsity Band, Theater I, II, and III, Studio V, Production and Design.</li> </ul>
Computer Courses	<b>2 Credits</b> <ul style="list-style-type: none"> <li>• Beginning Office (or meets the Beginning Office standards) 1 credit</li> <li>• The second credit may be earned from a list of courses determined by the principals and department leaders. The list of courses will be published each year in the registration handbook.</li> </ul>
Health and PE	<b>3 credits</b> <ul style="list-style-type: none"> <li>• Health – 1 credit</li> <li>• Each student shall receive a minimum of one (1) class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health course.</li> <li>• PE – 2 credits</li> <li>• Students participating in one (1) season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the local school district, or 18 weeks of a sport recognized by the local school district may choose to substitute participation up to one (1) credit of physical education.</li> </ul>
Electives	<b>16 credits</b> 9 <sup>th</sup> grade transitions course (may be listed as different names at each high school) – 2 credits
Postsecondary Readiness Plan	<b>4-Year Learning Plan</b> This should typically be completed by the end of 8th grade
Senior Project	Required to include an oral presentation and written report by the end of grade 12.
ISAT	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, and Language Usage.
Civics Test	All secondary students must successfully pass the civics test or alternate path.
Financial Literacy	All secondary students must successfully complete coursework in financial literacy standards as outlined in Idaho Code 33-1614.

**Commented [1]:** Do we need to add Civics and Financial Literacy as a line item to these charts?

## Magic Valley H.S. Graduation Requirements

Content Area	
Core of Instruction	<b>29 credits (minimum)</b>
Electives	<b>17 credits (minimum)</b>
Total Credits	<b>46 credits (minimum)</b>
Language Arts ( <i>English – 8 credits and Speech – 1 credit</i> )	<b>9 credits</b> (Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district.)
Mathematics	<b>6 credits</b> Including courses that meet Algebra I and Geometry standards; 2 credits must be taken in last year of high school.
Science	<b>6 credits</b> (4 laboratory sciences)
Social Studies ( <i>US History, Economics and American Government</i> )	<b>5 credits</b> Students must pass the U.S. citizenship test.
Humanities ( <i>Interdisciplinary Humanities, Fine Arts or Foreign Language</i> )	<b>2 credits</b>
Health and PE	<b>1 credit of Health</b>
Postsecondary Readiness Plan	4-Year Learning Plan This should typically be completed by the end of 8 <sup>th</sup> grade
Senior Project	Required to include an oral presentation and written report by the end of grade 12.
ISAT	Pass the ISAT with a score of Proficient or Advanced in Reading, Math, and Language Usage.
Civics Test	All secondary students must successfully pass the civics test or alternate path.
Financial Literacy	All secondary students must successfully complete coursework in financial literacy standards as outlined in Idaho Code 33-1614.

### Credits Obtained by Demonstrating Mastery

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

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

### Course Load

All students will be required to register for a full course load per semester to be eligible for a diploma.

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

### Middle School Credit

In instances where students take required high school courses in middle school, credit will be awarded for those courses per Policy 2607.

### Senior Project

A student shall complete a senior project that includes a research paper and oral presentation by the end of grade twelve (12). Senior projects may be multi-year projects, group or individual projects, or approved pre-internship or school-to-work internship programs at the discretion of the District. The project must include elements of research, development of a thesis using experiential learning or integrated project based learning experiences, and a presentation of the outcome. **Additional requirements for the senior project are the discretion of the District.**

As detailed in the Senior Project Guidelines, completion of a postsecondary certificate or degree at the time of high school graduation or an approved pre-internship or internship program may be used to satisfy this requirement.

### Idaho Standards Achievement Test (ISAT)

Students must take the Idaho Standards Achievement Test (ISAT) during a student's 11<sup>th</sup>-grade year and (starting with the class of 2026) receive a proficient score as defined by Idaho Standards Achievement Test's Achievement Level Descriptors in Reading, Math, and Language Usage.

If the student does not attain the required score during their 11<sup>th</sup> grade year, they will take the Idaho Standards Achievement Test (ISAT) in their 12<sup>th</sup> grade year and must receive the proficient score, as defined above unless the student is exempt under the following conditions:

1. The student has an Individualized Education Program (IEP) that outlines alternate requirements for graduation or adaptations are recommended on the test; or
2. The student is considered an Limited English Proficiency (LEP) student through a score determined on a language proficiency test and has been in an LEP program for three (3) academic years or less; or
3. The student received a proficient or advanced score on an exit exam from another state that requires a standards-based exam for graduation. Such state exit exams must be approved by the state board of education, measure skills at the tenth grade level or above, and be in comparable subject areas to the ISAT; or

4. Upon appeal to the board of trustees for an alternate measure(s) to demonstrate proficiency, the student successfully met the criteria established by the board of trustees.

Before appealing to the District for an alternate measure, the student must be:

1. Enrolled in a special education program and have an IEP, or
2. Enrolled in an LEP program for three (3) academic years or less, or
3. Currently enrolled in the fall semester of the senior year or later.

The alternative must contain multiple measures of student achievement.

1. The alternative must be aligned, at a minimum, to tenth grade state content standards for the subject matter in question.
2. The alternative must be valid and reliable.
3. At least ninety percent (90%) of the criteria of the alternative, or combination of measures, must be based on academic proficiency and performance.

#### Civics Test

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

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

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

#### Financial Literacy

All secondary students must successfully complete coursework in financial literacy standards as outlined in Idaho Code 33-1614. This may be achieved through participation and completion of an economics course (for students graduating in 2024) or participation and completion of a course that covers the Idaho financial literacy core competencies (for students graduating in 2025 or after).

#### Waiver of Requirement

Graduation requirements generally will not be waived except as outlined in the Early Graduation of Flexible Schedule portion of this policy under any circumstances. However, in rare and unique hardship circumstances, the Principal may recommend and the Superintendent may approve minor deviations from the graduation requirements.

### Credit Calculation

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

### Alternative Programs

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

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

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

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

### Class Rank (Grade Point Average)

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

### Early Graduation or Flexible Schedule

A student may, at the student's option and upon notification to the student's school, be relieved from completing their remaining high school graduation requirements and apply for a flexible schedule or graduate early if the student:

1. Is at least 16 years of age;
2. Maintains a cumulative 3.5 grade point average;
3. Obtains permission from a parent/guardian, if under the age of 18;
4. Achieves a college and career readiness score as defined by the State Board of Education;
5. Files the following with the school:
  - A. Notification of their intent to take a flexible schedule OR graduate early;
  - B. The student's participation portfolio defined in Idaho Code 33-6101 consisting of a description of a student's nonacademic and co-curricular activities including, but not

limited to, student government, sports, music ensembles, theater, clubs, organizations, work, internships, and volunteering. A participation portfolio should also include any leadership positions a student holds in nonacademic activities; and

- C. An essay of at least one page explaining why the student wishes to have a flexible schedule which must include the future plans using the flexible schedule OR early graduation.

6. Completes the following:

- A. The required civics test; and
- B. The economics credit, government credits, and senior project required to graduate. A student's senior project may describe the student's experience in achieving a college and career readiness score and a detailed explanation of the student's future plan.

Students eligible for a flexible schedule may be relieved from high school graduation requirements in order to:

- 1. Take elective courses, career technical education programs, or courses selected by the student which are available within the District;
- 2. Participate in apprenticeships or internships;
- 3. Act as a tutor at any grade level; or
- 4. Engage in such other activities identified by the Board.

The building administrator will approve or deny the student's flexible schedule. A student who is granted a flexible schedule must adhere to the plan submitted to the school as a part of their eligibility. Students who are under 18 may modify their plan with the approval of the student's parent/guardian.

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

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

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation or flexible schedule as well as create incentives for participation in any early graduation program. Students who opt for a flexible schedule may apply for Advanced

Opportunities funding. Existing programs providing incentives to complete coursework early are described in Policy 2435 Advanced Opportunities.

Failure to Complete

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

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

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



<b>Cross Reference:</b>	2435	Advanced Opportunities
	2607	Awarding High School Credit for Courses Taken Before Ninth Grade
	2710	High School Graduation Requirement – Alternative

**Commented [2]:** update 2606

**Commented [3]:** update title and table of contents

<b>Legal Reference:</b>	I.C. § 33 4601, <i>et seq.</i> Advanced Opportunities
	I.C. § 33-6101 Opportunities for College and Career Ready Students
	I.C § 33-1614 Financial Literacy
	IDAPA 08.02.01.350 Early Graduation
	IDAPA 08.02.03.105 High School Graduation Requirements
	IDAPA 08.02.03.107 Middle Level Credit System

Procedure History

**ADOPTED:** 8/11/14

TFSD & ISBA

**REVISED:** 3/14/16

9/12/16

7/25/18

5/13/19

03/9/20

7/13/20

7/12/21

4/11/22

8/08/22

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. The Board also recognizes that some out-of-district parents/guardians may want to send their child to a District school. Therefore, this policy is adopted to allow all in-district and out-of-district patrons to request that their children attend certain schools in the District under specified conditions. In making a decision on a student's open enrollment application, the District shall consider the needs of the student requesting the open enrollment transfer as well as the other students affected by the open enrollment transfer and will accept students if capacity allows, provided the student meets the qualifications detailed in this policy. ~~A student currently under suspension or expulsion in this District or another district is not eligible for Open Enrollment under this policy.~~

#### Prioritization and Denial of Applications for Open Enrollment

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled by the previous District;
2. The student has a documented history of significant disciplinary issues or a history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability; and
3. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees in Procedure 3010P.

The process outlined in this policy is required for admission to any school within the District and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue utilizing an open enrollment transfer into middle school or high school

Due process for all students remains the same regardless of ~~what~~<sup>which</sup> school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

#### Transportation

Parents or guardians of a student accepted under this ~~open enrollment~~ policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within district boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

#### Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.

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

#### Application/Approval Process

~~An open enrollment application must be submitted annually for admission to a specific school.~~ Applications will be accepted on a form provided by the District (which must be substantially similar to the State's form) until from January 1 to February 1 of each year for enrollment in the subsequent school year. ~~It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.~~ This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.

~~The student's parent or guardian must apply annually for admission to a school outside the zone in which they reside. A student who has previously been accepted for open enrollment will not automatically be reenrolled.~~

#### Maximum Capacity

The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in Procedure 3010P. The District shall report, at least four times during the school year, the space available at each grade level, by school, using these capacity limits, and will post it prominently on the District website.

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

- ~~the method of determining which students are chosen when classroom space allows the admission of some but not all qualified applicants is limited;~~
- notifying parents/guardians of the possible reasons for denial or revocation;
- notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
- ~~the factors which may possibly cause an open enrollment application to be denied;~~
- ~~the process for removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and~~
- notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

#### Re-enrollment

Open Enrollment students do not need to re-apply to maintain their enrollment at the school in

which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. The District will provide a form for parents/guardians that will serve as a notice of intent to re-enroll.

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

### Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy

### Revocation of an Open Enrollment Transfer

Open Enrollment students are required to comply with all District policies. Unacceptable behaviors by a student or false or misleading information on their open enrollment application are grounds for the district to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.
2. The student committed repeated, serious disciplinary infractions.
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in Procedure 3010P. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open-enrollment students.

Students under consideration for revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

### Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review within the timelines outlined in Procedure 3010P.

- ~~5. The District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of School District policies, including violations of the attendance policy, or because of false or misleading information on the open enrollment application. —~~
- ~~6. If a student's transfer is revoked, the parent/guardian may request an administrative review by the Elementary or Secondary Program Director. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.~~
- ~~7. The Director must render a decision to the parent/guardian's request for review within five (5) school days.~~
- ~~8. The parent/guardian may request further administrative review by the Superintendent. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.~~
- ~~9. The Superintendent must render a decision to the parent/guardian's request for review within five (5) school days.~~

~~10. The decision of the Superintendent may be appealed to the School Board of Trustees.~~

### Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District, to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

### Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. The report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.



**Cross Reference:** 2240 Class Size  
3010P Open Enrollment  
3041 School Attendance and Habitual Truancy  
3080 ~~Nonresident Student~~ Attendance by Out of State Students

**Legal Reference:** I.C. §33-512 Governance of Schools  
I.C. §33-1401 Transfer of Pupils - Definitions  
I.C. §33-1402 Enrollment Options  
I.C. §33-1404 Districts Receiving Pupils  
I.C. §33-1409 Measuring and Reporting Capacity  
I.C. §33-1410 Student Appeals  
I.C. §33-2001 Education of Exceptional Children - Definitions

### Policy History:

**ADOPTED:** 12/9/13

ISBA

**REVISED:** 8/11/14  
9/12/16  
11/11/19  
3/09/20  
10/12/20  
7/12/21  
8/08/22

Open Enrollment Application forms are available at any Twin Falls District school and on the District website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, should be submitted to the District no later than February 1 for enrollment during the following school year. The ~~School Board~~ District may waive this deadline so that the District may continually accept open enrollment applications when classroom space is available provided the student meets the qualifications detailed in this procedure. The ~~Board or designee~~ District staff member responsible for reviewing open enrollment applications will not admit any student prior to viewing that student's records from their ~~student's~~ previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a ~~non-resident~~ District school as described in this procedure and the related District policy. ~~under the State's Enrollment Options Program.~~

#### Application for District Students

For students who reside in the Twin Falls School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend (receiving school). The receiving school principal will notify the home school principal.

#### Application for Out-of-District Students

For students who reside outside the ~~Twin Falls School~~ District boundary, the parent/guardian ~~shall~~ completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend (receiving school) ~~and the parent/guardian must give notice to the home school.~~ The parent/guardian must also provide the student's educational record from their home school.

#### Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the ~~principal building~~ administrator or designee makes a determination to approve or not approve the transfer using the criteria set forth in this procedure and Policy 3010. ~~by completing the appropriate section of the Open Enrollment Application.~~ Approval or denial will happen on a case-by-case basis, utilizing and applying the factors noted below. The receiving school principal, if possible, should be knowledgeable and/or review the applicable records concerning:

1. The student;

2. The student's disciplinary record ~~academic history~~;
3. The student's attendance record; ~~disability evaluation data, if any; and/or~~
4. The student's disability is applicable; and
5. The placement options, given the District's capacity limits.

Applications will normally be considered on a "first-come first-served" basis. However, in situations where openings are limited, the Principal may give priority if a student:

- has a parent/guardian employed by the District (excluding temporary employees and contractors);
- resides in the Twin Falls School District and seeks enrollment in another District school;
- was previously enrolled at the requested school in a prior year;
- has a brother or sister enrolled at the requested school;
- ~~resides in the attendance area of another District school; or~~
- has a unique situation or extraordinary circumstances; or
- seeks full-time enrollment rather than part-time enrollment.

None of the items listed above will guarantee enrollment in a requested school.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of the ~~such~~ homeless child as detailed in Policy 3060.

The ~~Superintendent or designee~~ building administrator will notify the parent/guardian of ~~his or her~~ their decision no later than March 31 or within 60 days ~~of the close of the application period or of the application~~, if submitted outside of the application period.

Additionally, the District may offer provisional acceptance on applications, which will be made final after the fifth day of school when the student count is finalized. The district shall notify the student no later than the fifth day of school if their provisional acceptance has been revoked due to exceeding the capacity of non-resident students at the receiving school. The district shall notify the pupil if other district schools have capacity.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial may include information about other schools in the District that are below capacity.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get the student to the nearest District bus stop, if space is available;

2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program ~~State law requires reapplication on an annual basis;~~
3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission ~~Inappropriate behavior in violation of District policies may be grounds for removing the student during the school year; and~~
4. ~~Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.~~

### Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has a lack of available classroom space and/or staff, such as when the current enrollment is at or above the following:

<u>Grade</u>	<u>Class/Teacher Load Size</u>
K-1	21
2-3	21
4-5	27
6-12	161 students per teacher per day
An average number of 28 students in the core class (English or Social Studies) that has the fewest number of sections at the individual school.	
Special Education Resource	17
Developmental Preschool	15
Spec. Ed. Self-Contained	An average of 7 students per classroom
English Language Learners (ELL)	21 per full-time ELL teacher
Alternative Schools	13 students per classroom

~~Exceeding such levels shall constitute a hardship to the District. The enrollment of a student from another District or attendance zone shall also be deemed to constitute a hardship if it would~~

- ~~a. Require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;~~
  - ~~b. Cause an excessive number of students in a particular building.~~
2. The student has been suspended or expelled in their home district, ~~or has committed a disciplinary violation for which he/she could be suspended or expelled;~~
3. The student has a documented history of repeated serious ~~other documented~~ disciplinary infractions. ~~This includes infractions that could be grounds for suspension, or would cause a disruption of the education process. Factors to be included in making this determination may~~

include:

- a. ~~Whether the student is in good standing with the most recently attended school in terms of conduct and attendance;~~
  - b. ~~Whether the student demonstrates a record free of truancy;~~
  - c. ~~Whether the student demonstrates a clean behavior record in the school last attended for a period of at least one year;~~
  - d. ~~Whether the student's presence poses a detriment to the health and safety of other students and/or staff; or~~
  - e. ~~It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.~~
2. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year, or if the student is on track to be chronically absent based on the number of absences accumulated in the most recent quarter of the school year;
  3. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan of IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

#### Revocation of an Open Enrollment Transfer

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student, the Superintendent shall treat that student as if they reside in the school's attendance area. However, the District reserves the right to remove an open enrollment transfer student if at any time because of unacceptable behavior in violation of District policies or because of false or misleading information on the open enrollment application.

1. The student has a documented history of chronic absenteeism;
2. The student has a documented history of repeated serious disciplinary infractions;
3. The student has been expelled
4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

#### Appeals

If a student's open enrollment transfer is denied or revoked, the parent/guardian may request an administrative review by the Superintendent of the transfer school. The parent/guardian must request the review within five school days of receiving notice that their child's open enrollment transfer has been denied or revoked. The Superintendent must respond within five school days of receiving the request for review. If the parent/guardian continues to disagree with the decision of the District, they may appeal the denial or revocation to the Board within five school days of

receiving notice that their child’s open enrollment transfer has been denied or revoked.

The ~~Board Superintendent of the transfer school~~ must render a decision to the parent/guardian at their next regular meeting and the Board must issue their decision in writing. ~~request for review within five school days.~~ The decision of the ~~Board Superintendent~~ may be appealed to the ~~State Board of Education~~ Board.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend, ~~they~~ he or she shall be ineligible to apply again for open enrollment in this District.

### Students with Disabilities

In-District and out-of-district students with disabilities are not treated differently from ~~non-disabled~~ students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student’s disability. ~~due to appropriate consideration of teacher and staff resources, program availability, hardship to the District, Declaration of Hardship, and/or other factors.~~



<b>Cross Reference:</b>	3010	Open Enrollment by Students Who Reside Within and Outside the District
	3060	Education of Homeless Children

**Legal Reference:** I.C. §33-1402 Enrollment Options

### Policy History

**Adopted:** 12/9/13  
ISBA 3/03  
**Revised:** 8/11/14  
9/12/16  
7/9/18  
11/11/19  
10/12/20  
7/12/21

Date Received \_\_\_\_\_

Time Received \_\_\_\_\_

3010F

**Twin Falls School District 411  
Student Open Enrollment Request**

This application is to be completed by a parent or guardian requesting that a student be transferred from another to a school outside their assigned attendance school zone district, or a school in one residential attendance zone within the district to another school within the district. This application must be complete for the transfer to be considered. **No applications for transfer will be accepted before January 1 for the subsequent school year.** NOTE: For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application. The cumulative record may be obtained by the parent/guardian from the student's current school.

<b>Type of Request:</b> <input type="checkbox"/> In-District (live in TFSD) <input type="checkbox"/> Out-of-District (live outside TFSD boundaries)				
<b>Student Name:</b> Last                      First		<b>Current Grade:</b>	<b>Requested Grade:</b>	<b>School year for requested transfer:</b>
<b>Current Address:</b>		<b>Age:</b>	<b>Date of Birth:</b>	
		<b>Home Phone:</b>		
<b>Name of Father/Stepfather/Guardian:</b>		<b>Work Phone:</b>	<b>Cell Phone:</b>	
<b>Email Address:</b>				
<b>Name of Mother/Stepmother/Guardian:</b>		<b>Work Phone:</b>	<b>Cell Phone:</b>	
<b>Email Address:</b>				
<b>Currently living with:</b> <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		<b>Is the student's parent or guardian a Twin Falls School District Employee</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Currently living in school boundary of:</b>	<b>School currently attending:</b>	<b>Requested school:</b>		
<b>Special services being provided at current school:</b> <input type="checkbox"/> Special Education <input type="checkbox"/> Elem GT <input type="checkbox"/> ELL <input type="checkbox"/> 504 <input type="checkbox"/> Other:				
<b>Has your student had a history of chronic absenteeism within the past three years or is your student on track to be chronically absent during the most recent quarter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Has your student had a history of disciplinary infractions within the past three years?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Has this student ever been suspended or expelled:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe the circumstances including dates and duration				

If "Yes", to any of the three questions above please explain/describe the circumstances including dates and duration of suspensions.

**Reason for Request**

- ☐ Parent/guardian is a district employee
- ☐ Pending acquisition of another home (move to be completed within the semester); necessary documentation is attached (building permit or contractor agreement, proof of occupancy)
- ☐ Participation in academic program at receiving school – program \_\_\_\_\_
- ☐ To allow sibling to attend the same school that another sibling currently attends
- ☐ Serious medical/mental/psychological health condition **documented** by appropriate medical personnel creates needs that cannot be met at the home campus
- ☐ Documented, unresolved student conflicts exist that cannot be addressed at the home campus
- ☐ Day Care
- ☐ Other \_\_\_\_\_

**Will your student participate in IHSAA sanctioned activities?** ☐ Yes ☐ No

**If "Yes" which sports/activities**

If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.

**This request is made with full agreement to the following:**

- ☐ I certify that the information provided is accurate and complete.
- ☐ I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the District's policy, and revocation of this transfer may occur in accordance ~~to~~ with the conditions listed in the District's policy.
- ☐ I understand that students will only be allowed one transfer during the school year.
- ☐ I understand that the granted transfer does not guarantee specific classes/courses.
- ☐ I understand that initial approval must occur with the receiving school principal; the receiving principal determines a) grade level enrollment, b) the intended education program, and/or c) capacity and class loads in accordance with district policy.
- ☐ I understand that state and district athletic eligibility rules and regulations govern participation in athletic and activity programs.
- ☐ I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.

- ☐ I understand that I am responsible for providing transportation to and from school for my student.
- ☐ I understand that requests are approved for one school year only, and it is my responsibility to ~~complete an Open Enrollment Application Form each year until my student moves to the next school level.~~ notify the school prior to February 1 or my intent to continue the transfer of my student in the following year.
- ☐ I understand that the transfer can be revoked at any time if there are attendance or discipline issues or if there is no longer space within the grade level, class, or program.

**Parent/Guardian**

In signing this form, the parent/guardian confirms that he/she has read and understands the information listed on this form and that the information is accurate.

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

**Steps:**

1. Submit this form to the requested school.
2. The principal will contact the student's home school to verify information. Expelled students will be referred to the Superintendent.
3. If the application is submitted within the application period (prior to Feb. 1 of the preceding school year) the school will notify of acceptance or denial prior to March 31. If the application is made outside of the application period, parents will be notified no later than 60 days after the close of the application period or 60 days after the application is made, if outside of the normal application period. If the request is made after the start of school for the current school year, parents will be notified of a decision within five (5) school days. Approved forms will be sent to the student's home school for a signature.
4. The form will be returned to the requested school and kept on file.

**Commented [1]:** SDE has students 6-12 grade also sign

Receiving Principal's Comments:

**Commented [2]:** SDE provides a space for sending/home school principal's comments

Transfer Request (Receiving Principal): ☐ Approved ☐ Denied

If denied due to space, this request will be kept on file for the requested year should space become available.

Receiving Principal's Signature:

Date:

Home Principal's Signature:

Date:

Transfer Request: Approved \_\_\_ Denied \_\_\_ Reason for Denial:

Date of Parent/Guardian Notification:

ADOPTED: 8/11/08

TFSD

REVISED: 11/11/19

10/12/20

7/12/21

Students who reside in another state may attend a District school when the out-of-state school district and the Twin Falls School District mutually agree, provided such transfer would not exceed the limits on enrollment set by 3010P. ~~cause a hardship on the receiving school. Such attendance shall follow the enrollment process outlined in Policy 3010 for out-of-District students.~~

#### District Students Attending School in Another State

The Board of Trustees may agree in writing, on an annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the Board of Trustees. A copy must be filed with the State Board of Education.

#### Out of State Students Attending School in the District

The Board of Trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the Board of Trustees with a copy to be filed with the State Board of Education.

~~An open enrollment out-of-district student who becomes eligible for special education during the school year will be allowed to complete the school year as an open enrollment student, however, the student may be re-evaluated and/or his or her enrollment status may be reviewed prior to enrollment for the following year, and depending upon circumstances, such enrollment may be denied in accordance with the District's Open Enrollment Policy, this District's Hardship Declaration and/or other factors.~~



**Cross Reference:** 3010 Open Enrollment  
3010P Open Enrollment

**Legal References:** IDAPA 08.02.01.550.01 Out of State Tuition  
I.C. § 33-1400, *et seq.* Transfer of Pupils  
I.C. § 33-205 Denial of School Attendance

#### Policy History:

**ADOPTED:** 10/12/2020

ISBA

**REVISED:**

The Board or their designee may arrange for health services to be provided to all students each year. At the start of the school year, each District school shall notify parent/guardian of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

In general, the District will not conduct a physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, ~~invasive physical~~ examination or screening will be administered by the District ~~is conducted~~ which is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and/or
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, ~~invasive physical~~ examination or screening.

The District will not conduct any invasive physical examinations. As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of

private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.



**Cross Reference:** 2425 Parental Rights

**Legal Reference:** 20 U.S.C. § 1232h(b)

Protection of Pupil Rights - Limits on Survey, Analysis, or Evaluations

IC § 18-8701, et seq.

No Public Funds for Abortion Act

IC § 33-6001

Parental Rights

IDAPA 08.02.03.160

Safe Environment and Discipline

Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 8/08/22

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies directs the school not to release this information.

The Superintendent or designee shall implement this policy consistent with state and federal law and may develop administrative procedures to assure compliance with state and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.



**Cross Reference:** 3575 Student Data Privacy and Security  
4260 Records Available to the Public  
8605 Retention of District Records

**Legal Reference:** 20 U.S.C. § 1232g et seq. Family Education Rights and Privacy Act (FERPA)  
34 C.F.R. 99 Implementing FERPA  
I.C. 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act – Definitions – Student Data – Use and Limitations – Penalties  
I.C. § 33-209 Attendance at School – Transfer of Student Records – Duties  
IC § 33-6001 Parental Rights  
I.C. § 32-717A Divorce Actions – Parents’ Access to Records and Information

Policy History:

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 1/11/16

See Also: 3570P and 3570F

Maintenance of School Student Records

The District shall maintain a record for each student enrolled in the district. Student records shall include the following information as applicable and if the district has created or received such information. Items 1-7 must be included in the student record:

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records including exemption documentation;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and
17. Disciplinary information.

The following are records which the District will maintain permanently:

1. Student's legal name;
2. Birth Certificate;
3. Proof of residency;
4. Academic transcript including graduation date;
5. Attendance summary, listing enrollment dates records;
6. Student Identification Number; and
7. Educational Assessment Data.

Information in student records (excluding permanent records listed above) shall be maintained for a period of three (3) years after a student graduates or permanently leaves the District.

Special Education Records shall be maintained in accordance with applicable special education laws.

The District's public records custodian, in conjunction with the Superintendent or their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or local educational agency (LEA) or upon return to a school district or LEA after an absence no matter the length of absence.

#### Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of state and federal law.
2. The parent/guardians of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within ~~45~~ five school days of the District's receipt of such a request ~~unless state or federal law specifically provides another length of time.~~

Where the parent/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parent/guardians at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, enters military service, or becomes legally emancipated, all rights and privileges accorded to the parent/guardian become exclusively those of the student. The parent/guardians of dependent students, as defined by the ~~Internal Revenue Service~~ ~~I.R.S.~~ (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parent/guardians establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent/guardian or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived ~~his or her~~ ~~their~~ right of access, after being advised of ~~his or her~~ ~~their~~ right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. For purposes of an audit or evaluation by a federal or state-supported education program, and to comply with federal requirements related to such a program, the receiving entity must be a state or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative

- A. Uses the personal information only for the authorized purpose;
  - B. Protects the personal information from further unauthorized disclosures or other uses; and
  - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be effected by any specified time period set forth in the written agreement.
5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.
6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/guardian/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent/guardian or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent/guardian or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent/guardian or eligible student by the records custodian. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent/guardian or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parent/guardians or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency; and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parent/guardians or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release and the same information shall be recorded in the student's record log.
12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District may charge a fee for copying information in the student's records. No parent/guardian or student shall be precluded from copying information because of

financial hardship. See Policy 4260 for information regarding the District copy fee schedule.

14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent/guardian or eligible student, records custodian, or other such person. The log of release shall include:
  - A. Information released or made accessible;
  - B. The name and signature of the records custodian;
  - C. The name and position of the person requesting the release or access;
  - D. The legitimate interests the parties had in requesting or obtaining the information;
  - E. The date of the release or grant of access;
  - F. A copy of any consent to such release; and
  - G. Any additional information required by state or federal law.

#### Directory Information

The District may release certain directory information regarding students, except that parent/guardians may prohibit such a release. Directory information shall be limited to:

1. Name;
- ~~2. Address;~~
- ~~3. Gender;~~
4. Grade level;
- ~~5. Birth date and place;~~
6. Parents'/guardians' names and addresses;
7. Academic awards, degrees, and honors;
8. Information in relation to school-sponsored activities, organizations, and athletics;
9. Major field of study;
10. Period of attendance in school; and
11. A student's image (photo or video) solely for the purpose of publication or recognition of a student's honors, awards, or achievements or for any District informational or promotional use on its social media or other publications, or for any yearbook.

The notification to parent/guardians and students concerning school records will inform them of their right to object to the release of directory information.

#### Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parent/guardians and students concerning school records will inform them of their right to object to the release of this information.

### Student Record Challenges

The parent/guardians may challenge the accuracy, relevancy, or propriety of the records, except for grades, and references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parent/guardians may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.



**Cross References:**    3575    Student Data Privacy and Security  
                                 4260    Records Available to Public

### Procedure History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 1/11/16

4/12/21

4/11/22

**Notification of Parents and Students Rights  
Concerning A Student's School Records**

**Page 1 of 4**

**Notification to Parents and Students of Rights Concerning a Student's School Records**

The District will maintain a record for each student enrolled in the district. Student records shall include the following information as applicable and if the district has created or received such information. Items 1-7 must be included in the student record:

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records, including exemption documentation;
7. Attendance record;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of these records; and
17. Disciplinary information.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time from the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

**2. The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise ~~them~~ ~~him or her~~ of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing ~~their~~ ~~his or her~~ tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill ~~their~~ ~~his or her~~ professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

1. Name;
- ~~2. Address;~~
- ~~3. Gender;~~
4. Grade level;
- ~~5. Birth date and place;~~
6. Parents'/guardians' names and addresses;
7. Academic awards, degrees, and honors;
8. Information in relation to school-sponsored activities, organizations, and athletics;
9. Major field of study;
10. Period of attendance in school; and
11. A student's image (photo or video) solely for the purpose of publication or recognition of a student's honors, awards, or achievement or for any District informational or promotional use on its social media or other publications, or for any yearbook.

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Twin Falls School District administrative office within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.*

6. **The right to request that student directory information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:  
U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, DC 20202-4605



**Cross Reference:**            3570   Student Records  
                                     3570P   Student Records

Policy History:

**ADOPTED:** 12/9/13

ISBA

**REVISED:** 10/12/15  
                  4/11/22

Sex Offenders

The Twin Falls School District recognizes the danger sex offenders pose to student safety. Therefore, the District implements this policy in an effort to protect students while under the control and supervision of the District, ~~the District is implementing this policy.~~

For the purposes of this policy, “school property” means school buildings, District buildings not being used as a school but where children are likely to be present, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school, and school grounds.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders’ dwelling unit to the school’s property line, unless the person’s residence was established prior to July 1, 2006.

~~Provided, however, section numbers~~ Items 1 and 2 from the list ~~immediately~~ above shall not apply when the person:

1. Is a student in attendance at the school; or
2. Resides at a state-licensed or certified facility for incarceration, health care or convalescent care; or
3. Is exercising his or her right to vote in public elections; or
- ~~4. Is taking delivery of his mail through an official post office located on school grounds; or~~
4. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief; or

5. Has contacted the principal annually to obtain written permission utilizing forms 4420F1 or 4420F2 from the principal, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
- ~~6. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.~~

~~[Note: Further, These Provisions 5 above is are required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian, is attending an academic conference or other scheduled extracurricular event, or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]~~

An individual seeking written permission as ~~outlined~~ mentioned in item 5 above must contact the principal at least ten (10) work days prior to the first visit. In determining whether to grant written permission as provided above, the principal may, in ~~his/her~~ their discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The principal will provide a response to the requesting individual within seven (7) days of receipt of the request.

#### Sex Offenders Posted Notifications

School districts shall post a notice, as required by Idaho Code, and shall be at least 100 square inches, be placed at commonly used entrances to the property, and contain the following statement:

~~All notices posted as required by Idaho Code, shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property.~~

#### Sample Posted Notice

"This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at 208-733-6900 or your probation/parole officer for more information."

#### Obtaining and Disseminating Sex Offender Registry Information

In order to protect District students, registry information concerning sex offenders located in the same and contiguous zip codes will be communicated to appropriate District staff. To accomplish this, the Superintendent or their designee shall request notification of registered sex offenders. The request can be made to either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

### Staff Notification

At a quarterly staff meeting, the building principal shall disseminate sex offender registry information provided by the Superintendent or their designee. The principal shall inform staff of their roles and responsibilities in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or whether if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code. Employees who inappropriately share registry information with others may be disciplined.

### Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who violates this policy or refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. ~~Violations will be handled as follows:~~

- ~~1. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.~~
2. If a sex offender violates this policy, school officials shall immediately contact law enforcement.



**Legal References:** I.C. § 18-916 Abuse of School Teachers  
I.C. § 18-8323 Public Access to Sexual Offender Registry Information  
I.C. § 18-8324 Dissemination of Registry Information  
I.C. § 18-8326 Penalties for Vigilantism or Other Misuse of Information  
I.C. § 18-8329 Adult Criminal Sex Offenders – Prohibited Access to School Children  
I.C. § 33-512(11) Governance of Schools

**Cross Reference:** 4420F1 and 4420F2

### Policy History

**ADOPTED:** 12/09/13

ISBA

**REVISED:** 8/11/14

12/14/15  
12/13/21

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the District. If items are not new, the condition or the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the building principal prior to filing a request with the central office.
3. After discussion with the building principal, the organization will submit a written request to the director of operations specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by a committee appointed by the Superintendent or designee. The committee will use the following criteria in evaluating the proposed project:
  - a. Educational value to the student body;
  - b. Cost factors in relation to the board of education's approved budget including:
    - i. Immediate costs such as installation or remodeling;
    - ii. Long-range costs such as operation and maintenance; and
    - iii. Replacement costs when the item is no longer operable.
  - c. Technical quality of the proposed donated item; and
  - d. Commitment of the donating organization to continuance of the project.
5. Based upon the committee's evaluation and recommendations, the Superintendent will approve or ~~disapprove~~ ~~deny~~ the request. If the request is ~~disapprove~~ ~~denied~~, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.

6. If a project is ~~disapprove~~ denied by the committee and the Superintendent, the requesting organization may appeal the decision to the Board of Education.

#### Donations Regarding National Motto

In accordance with Idaho law, the District is prepared to receive donations to display the national motto as described in Policy 9802.



**Cross Reference:** 9802 Display of National Motto

#### Policy History

**ADOPTED:** 8/11/14

ISBA

**REVISED:**

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through a formalized evaluation system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to ~~certificated~~ **certified** personnel, but the District shall differentiate between non-instructional and pupil instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between ~~certificated~~ **certified** non-instructional and ~~certificated~~ **certified** pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching Second Edition* to the extent possible and aligns to the pupil **services** staff's applicable national standards.

Each ~~certificated~~ **certified** staff member shall receive at least one (1) written evaluation to be completed no later than June 1<sup>st</sup> for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components. The evaluation of ~~certificated~~ **certified** personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1<sup>st</sup>. At least one of the documented observations will be a minimum of 30 continuous minutes. A residency teacher will have two (2) observations and both will be at least 30 continuous minutes. The formal written evaluation will be reviewed during a post evaluation conference to communicate results, discuss any concerns, commend the employee for a job well done, and to obtain signatures. In situations where ~~certificated~~ **certified** personnel are unavailable for two (2) documented classroom observations, due to situations such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable.

### Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting ~~them~~ **him or her** know that the supervisor is interested in ~~their~~ **his or her** job progress and personal development;
2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities **and to align to District goals**;
6. Provide an opportunity for each employee to discuss job problems and interests with ~~their~~ **his or her** supervisor; and

7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

### Responsibility

The Superintendent or designee shall have the overall responsibility for the administration and monitoring of the performance evaluation ~~system~~ ~~Program~~ and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. Creating a plan for ongoing review of the District's performance evaluation ~~system~~ ~~Program~~ that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four ~~rankings~~ ~~ratings~~ used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4.

The Immediate Supervisor is the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1<sup>st</sup> of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and
4. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate

previous five years of conducting any evaluations.

### Written Evaluation

A written summative evaluation will be completed for each ~~certified~~ ~~certificated~~ employee by June 1<sup>st</sup>. A copy will be given to the employee. The ~~record of the evaluation original~~ will be kept in the ~~retained in~~ employee's personnel file. The evaluation should be reviewed annually and ~~used to assist in the development of annual goals and objectives revised as necessary to indicate any significant changes in duties or responsibilities.~~ The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

### Evaluation Measures

**Observations:** Periodic classroom observations will be included in the evaluation process with a minimum of two documented observations annually for ~~certified~~ ~~certificated~~ personnel, one of which shall be completed prior to January 1<sup>st</sup>. In situations where ~~certified~~ ~~certificated~~ personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late-year hire, etc., one documented classroom observation is acceptable.

**Professional Practice:** A majority of the evaluation of ~~certificated~~ ~~certified~~ personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include at least one of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The Board, as part of its approval of the evaluation tool, shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.

### **Student Achievement:**

Instructional staff evaluations must include, in part, measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other ~~certificated~~ ~~certified~~ staff evaluations must include measurable student achievement or student success indicators as defined in Section 33-1001, as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years of data. Growth in student achievement may be considered as an optional measure for all other school-based and District-based staff, as determined by the Board.

**Charlotte Danielson Framework:** The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based. ~~Individual domain and component ratings must be determined based on a combination of professional practice and student achievement as specified above.~~

Individuals who hold a Professional or Advanced Professional Endorsement will be evaluated annually. The District shall evaluate these employees on the basis of all of the domains.

All other instructional or pupil service staff employees must be evaluated across all domains.

1. Planning and Preparation

- A. Demonstrating Knowledge of Content and Pedagogy;
- B. Demonstrating Knowledge of Students;
- C. Setting Instructional Outcomes;
- D. Demonstrating Knowledge of Resources;
- E. Designing Coherent Instruction; and
- F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;
- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

Meeting with the Employee

**Counseling Sessions:** Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how they have ~~he or she~~ performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, progress on goals, and attendance.

A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

**Communication of Results:** Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments ~~they~~ ~~he or she~~ desires. Inform the employee that ~~they~~ ~~he or she~~ may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that ~~they have~~ ~~he or she has~~ been given a copy and initial after supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the ~~original~~ evaluation in a ~~sealed envelope, marked "Personnel Evaluation"~~ confidential manner to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

#### Individualized Professional Learning Plan

Each certified staff member shall have an individualized professional learning plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize needed growth.

#### Rebuttals/Appeal

Within seven days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee, then the amended copy of the evaluation will be provided to, and signed by, the employee. The

~~original~~-amended evaluation will then be forwarded to the Superintendent, or the designee, for review in a ~~confidential manner sealed envelope~~, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a ~~confidential manner sealed envelope~~, marked Personnel-Evaluation. The ~~supervisor-District~~ will also retain a copy of the completed evaluation including any rebuttal/appeal and responses. ~~The appeal process is addressed as detailed in the Policy 5900 Collective Bargaining Agreement.~~

### Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

### Records

Permanent records of each ~~certified~~ ~~certificated~~-personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

### Reporting

Any subsequent changes to the District's evaluation ~~system plan~~ shall be resubmitted to the State Department of Education for approval. The District shall report ~~the summative rankings, the number of components rated as unsatisfactory, whether a majority of the certificated personnel's students met their measurable student achievement or growth targets or student success indicators as well as what measures were used, and whether an individualized professional learning plan is in place for all certificated personnel evaluations,~~ annually to the State Department of Education.:

1. The summative ratings;
2. The number of components rated as unsatisfactory;
3. The percentage of the ~~certified~~ ~~certificated~~-personnel's students who met their measurable student achievement or growth targets or student success indicators;
4. The measures that were used; and
5. Whether an individualized professional learning plan is in place for all ~~certified~~ ~~certificated~~-personnel evaluations.



**Cross Reference:** 5900 Collective Bargaining Agreement

**Legal Reference:** I.C. § 33-514 Issuance of Annual Contracts – Support Programs –

Categories of Contracts – Optional Placement – Written Evaluation  
I.C. § 33-515 Issuance of Renewable Contracts  
I.C. § 33-518 Employee Personnel Files  
I.C. § 33-1001 Definitions  
IDAPA 08.02.02.120 Local District Evaluation Policy

Policy History

**ADOPTED:** 12/09/13

ISBA

**REVISED:** 8/11/14

7/13/15

6/13/16

1/9/17

7/10/17

3/12/18

8/10/20

10/12/20

<b>POLICY TITLE:</b>	<b>Restrictions on Contracts with Entities Boycotting Israel</b>	<b>POLICY NO: 7402</b> <b>PAGE 1 of 1</b>
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#### Entities Boycotting Israel

For all contracts the District enters into after July 1, 2021 to acquire or dispose of services, supplies, information technology, or construction:

1. For greater than \$100,000; and
2. With a company that employs ten or more people

The District shall include the following written certification in such contract:

Section 67-2346, Idaho Code, prohibits the Twin Falls School District #411 from contracting with any company (of more than ten employees) that engages in a boycott of Israel. Per Section 67-2346, such a boycott means ‘engaging in refusals to deal, terminating business activities, or other actions that are intended to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the state of Israel or territories under its control, or persons or entities doing business in the state of Israel or territories under its control.’ By entering into this agreement, we acknowledge that we do not currently engage in – and will not engage in during the duration of this contract – a boycott against the State of Israel or its territories.”

#### Entities Owned or Operated by the Government of China

Any contract the District enters into after July 1, 2023, for any services, supplies, information technology, or construction, shall include the following written certification:

“Section 67-2359, Idaho Code, prohibits the Twin Falls School District from contracting with any company unless it certifies that it is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract. By entering into this agreement, we affirm this company is not currently owned or operated by the government of China – either in whole or in part – and will not be for the duration of the contract.”

#### Contracts in Violation

If, ~~subsequent to July 1, 2021~~ the District has entered or enters into a contract that does not include the required certifications ~~subsequent to the applicable deadlines above~~, the District has a period of 90 days from discovery of this status to obtain the required certification. If the District fails to obtain such certification within the 90 day period, as a matter of law the contract is declared void.

For all contracts entered into by the District prior to ~~July 1, 2021~~ ~~the applicable deadlines above~~ that do not contain the required certification the District shall not renew such contract without inclusion of the required certification.



**Legal Reference:** I.C. § 67-2346 Anti-Boycott Against Israel Act  
I.C. § 67-2359 Contract With a Company Owned by the Government of  
China Prohibited

**Policy History:**  
**ADOPTED:** 4/11/22  
ISBA  
**REVISED:**

<b>POLICY TITLE:</b>	<b>Entering into Professional Service Contracts</b>	<b>POLICY NO: 7408</b> <b>PAGE 1 of 3</b>
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Entering into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors—The Request for Qualifications Policy Procedure

Selection of Public Works Professionals to be Based on Qualifications

Notwithstanding any other provision of law to the contrary, it shall be the policy of this state that all public agencies and political subdivisions of the State of Idaho and their agents shall make selections for professional engineering, architectural, landscape architecture, construction management, and professional land surveying services by persons and firms licensed pursuant to Idaho law to perform such professional services, on the basis of qualifications and demonstrated competence and shall negotiate contracts or agreements with the requested professional service(s).

No proposal, bid, or qualifications shall be accepted or denied based on environmental, social, and governance (ESG) standards, including screening or scoring bids, in whole or in part, on subjective ethical or sustainability criteria unrelated to the specifications in a solicitation or qualifications of a bidder.

Procedures to Select Public Works Professionals for Contracts Greater than \$50,000

In carrying out this policy the Board shall use the following guidelines when securing contracts for engineering, architectural, landscape architecture, construction management, and land surveying services on projects for which the professional service fee is anticipated to exceed the total sum of \$50,000, excluding, however, those professional services contracts previously awarded by the District for an associated or phased project, and for which the expenditure is otherwise exempt from the bidding process otherwise required by law. To implement this policy:

1. The Board or its designee will provide a general description of the services being solicited and encourage persons or firms engaged in the services being solicited to submit statements of qualifications and past performance data.
2. The Board or its designee will establish and make available to the public a request for qualifications that includes the criteria and the procedures to be used for measurable scoring, ranking, and selection of qualified persons or firms to perform such services.
3. After receiving responses to a request for qualifications, the Board or its designee shall score and rank the responding persons or based on their qualifications and demonstrated competence pursuant to the Board's or its designee's established criteria and procedures. The list of ranked respondents, including the scoring used to develop the ranking, shall be made available to the public. Some examples of selection criteria for consideration may include but are not limited to:

- a. A description of the firm, including its location and longevity;
  - b. Its past performance;
  - c. Its project manager and key staff experience, education, and training;
  - d. Its experience with similar projects;
  - e. Its specific approach to projects or assignments;
  - f. Its proposed schedule, if applicable; and
  - g. Its quality control procedures.
4. The Board or its designee shall select for negotiation the persons or firms whom the public agency or political subdivision determines to be the highest-ranked~~and~~ best qualified.
5. The Board or its designee shall next negotiate with the highest ranked person or firm for a contract or an agreement to perform such services at a price determined by the Board to be reasonable and fair to the public after considering the estimated value, the scope, the complexity, schedule and the nature of the services required.
6. In the event the Board or its designee is unable to negotiate a satisfactory contract or agreement with the highest ranked person or firm, it shall formally terminate such negotiations and undertake negotiations with the next highest ranked person or firm, following the procedure prescribed in Item 4, above.
7. In the event the Board or its designee is unable to negotiate a satisfactory contract or agreement with any of the selected persons or firms, it may recommence negotiations as described in the two items immediately above, until a contract or agreement is reached, or may, in its discretion, cancel the procurement.
8. **Published Request for Qualifications.** When the Board solicits proposals for qualifications and proposals for engineering, architectural, landscape architecture, construction management, or land surveying services, for which the professional service fee is anticipated to exceed the total sum of \$50,000, it shall publish public notice in the same manner as required for procurement of public works construction projects set forth in Procedure 7405P, which sets forth the procedures required by Section 67-2805(2) of Idaho Code.
9. **A List of Qualified Professionals.** In fulfilling the requirements of items ~~above 4 through 7 of this policy,~~ the Board may establish and select from a list of two or more persons or firms selected and preapproved for consideration by the public agency or political subdivision. When creating a preapproved list of qualified professionals, the Board or its designee shall first publish notice as set forth in the item immediately above. When selecting from such list, no notice shall be required; ~~and any list established under this item will be~~ valid for no more than five years, unless canceled by the Board prior to the list's expiration where the Board has first determined in open session that cancellation of the list would be in the public's best interest.

#### Procedures to Select Public Works Professionals for Contracts Less than \$50,000

When securing contracts for engineering, architectural, landscape architecture, construction management, or land surveying services on projects for which the professional service fee is anticipated to be less than the total sum of \$50,000, the Board may use the guidelines set forth in the above paragraphs, or may establish its own guidelines for selection based on demonstrated competence and qualifications to perform the type of services required, which shall then be followed by negotiation of the fee at a price determined by the Board to be fair and reasonable after considering the estimated value, scope, complexity, schedule, and nature of services required.

#### Approvals for Phased Projects

When the Board has previously awarded a professional services contract to a person or firm for an associated or phased project, the public agency or political subdivision may, at its discretion, and in accordance with all provisions of Section 59-1026 of Idaho Code negotiate an extended or new professional services contract with that person or firm.



**Cross References:** 7406 Procuring Public Works, Services, and Personal Property  
7405 Public Works Contracting and Procurement  
7405P Procuring Public Works, Services, and Personal Property

**Legal References:** I.C. § 67-2320 Professional Service Contracts with Design Professionals, Construction Managers and Professional Land Surveyors  
IC § 67-2347 Prohibition of Environmental, Social, and Governance Standards in Public Contracts  
I.C. § 67-2805 Procurement of Public Works Construction  
I.C. § 59-1026 Willful and Knowing Avoidance of Competitive Bidding and Procurement Statutes

**Other Reference:** Policies and Procedures Used Template, Idaho State Department of Education, <http://www.sde.idaho.gov/sped/funding/>

#### Policy History

**ADOPTED:** 8/12/19

ISBA

**REVISED:** 1/10/2022

In accordance with state law, the District is prepared to receive donations of a durable poster or framed copy of the national motto, “In God We Trust,” and will display it in a conspicuous place if the following conditions are met:

1. The poster or framed copy includes a representation of the United States flag, the flag of the State of Idaho, or both.
2. The background, lettering, and framing on the poster or framed copy include the colors black, white, gold, or silver.
3. The poster or framed copy does not contain any other lettering, verbiage, images, logos, or likeness.
4. The size was approved by the Superintendent or their designee.
5. It was donated to the District.

The Superintendent or designee may reject a donation if the above conditions are not met and will notify the donor of any unmet conditions where applicable.



**Cross References:** 4510 Public Gifts to the Schools

**Legal References:** IC § 33-141 National Motto

Policy History

**ADOPTED:**

ISBA

**REVISED:**

The following rules shall apply to any searches and the seizure of any **personal** property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of **the personal property of any student**, any **student's** car or container and to seize any such item or substance.
3. **The lockers and desks utilized by students and school personnel are the property of the District. There is no reasonable expectation of privacy in any individual's use of such District property. The authorized administrator may perform random searches of any locker, car, or container of any kind on school premises without notice or consent. Further, such search can be conducted when an authorized administrator has a reasonable suspicion of the presence of any item or substance which could constitute an imminent danger to the health and safety of any person, property or any person or the District, or is believed to be a violation of District policy.**
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in **his/her** ~~their~~ possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student **or other school personnel** shall hinder, obstruct or prevent any search authorized by this procedure.
6. When feasible and when a student is under 18 years of age, the building principal shall attempt to contact a student's parent/guardian prior to conducting a search of their person. When it is not feasible to contact the parent/**guardian** prior to a search of a student's person, the building principal shall attempt to contact the parent/guardian as soon as possible following the search.
7. Any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness as described in Policy 3370. A written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
8. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

9. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report the situation to the appropriate law enforcement agent. The administrator is not to become the agent of any public law enforcement agent or to conduct any search on behalf of any law enforcement agent or agency.



**Cross Reference:** 3370 Searches and Seizure

Procedure History

**ADOPTED:** 8/11/14

ISBA

**REVISED:** 4/11/22  
8/08/22