
“This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.”

From a Declaration of Principles jointly adopted by a Committee of the American Bar Association and a Committee of Publishers and Associations.

Copyright © 2004 by
Eberharter-Maki & Tappen, PA

818 La Cassia Drive
Boise, Idaho 83705
Tel: (208) 336-8858
Fax: (208) 367-1560

All rights reserved. No part of this book may be reproduced or transmitted in any form by any means, electronic, magnetic, or mechanical, including photocopying, recording, or any data storage or retrieval system, without the express written permission of the author.

CONTENTS

<u>SERIES TITLE</u>	<u>SERIES NUMBER</u>
---------------------	----------------------

EDUCATIONAL PHILOSOPHY SECTION 100

Statement of Guiding Principles.....	100
Educational Philosophy.....	102
Educational Goals.....	104

SCHOOL BOARD SECTION 200

Statement of Guiding Principles.....	200
School District Name	202
Policy Adoption	204
Public Charter Schools	206
Public Charter School Petition	207

BOARD

Composition of the Board	210
Board Authority	212
Functions of the Board.....	214
Duties of the Board	215
Duties of Board Officers.....	216
Code of Ethics	218
Advisory Committees.....	220
Complaint Resolution.....	222
Membership in State and National Associations.....	224
Compensation for Expenses.....	226
Board Member Conflict of Interest	228

TRUSTEES

School District Trustee Zones 240
Trustee Qualifications 242
Trustee Nomination and Election 244
Trustee Vacancy 246

MEETING/PUBLIC RECORDS

Agenda Preparation 260
Board Meetings 262
Annual Meeting of the Board 264
Regular Meetings of the Board 266
Special Meetings of the Board 268
Executive Sessions 270
Minutes of the Meeting 272
Quorum at Board Meetings 274
Access to Public Records 276
Waivers of State Board of Education Rules 280

CIVIL RIGHTS

Discrimination Prohibited 290
Reasonable Accommodation for Persons
with Disabilities 292
Civil Rights Grievance Procedure 294
Section 504 of the Rehabilitation Act
Hearing Procedure 296

**ADMINISTRATION
SECTION 300**

Statement of Guiding Principles 300
Administrative Appointment 302
Superintendent Appointment 304
Superintendent Authority 306

Principals' Contracts 308
Administrative Personnel Evaluation..... 310
Administrative Personnel Expenses..... 312
School Calendar 350
District Organization..... 352
Emergency School Closure 354
School Holidays 356

**PERSONNEL
SECTION 400**

GENERAL PROVISIONS

Statement of Guiding Principles..... 400
Reporting New Employees 400.50
Acquired Immune Deficiency Syndrome (AIDS) 401
Criminal History Checks for Employees..... 402
Employee Drug and Alcohol Use 403
Employee Drug and Alcohol Testing..... 403.50
Employer Recommendations 404
Gifts to Employees..... 405
Investigating and Reporting Suspected Child Abuse,
Abandonment or Neglect 406

LEAVE

Family and Medical Leave Act (FMLA) 407
Jury Duty..... 408
Military Leave..... 409

PROTECTIONS

Non-Discrimination in Employment 410
Personnel Files 411
Political Activities 413
Sexual Harassment..... 414

Staff Protection 415
Whistle Blower 416
Employee Volunteers..... 417
Personnel Conflict of Interest..... 418
Supplementation of Worker’s Compensation Benefits 419

PARAPROFESSIONALS

Qualifications of Instructional Paraprofessionals 430

CERTIFICATED EMPLOYEES

Definition of Certificated Employee 440
Assignment and Transfer of Certificated Employees 441
Code of Ethics for Certificated Employees..... 442
Early Retirement of Certificated Employees 443
Employment Contracts with Certificated
Employees 444
Evaluation and Probation of Certificated Employees 445
Negotiated Agreement Terms..... 446
Recruitment of Certificated Employees..... 447
Reduction in Force Regarding Certificated
Employees 448
Release from Contract of Certificated Employees 449
Release Time for Certificated Employees..... 450
Sick Leave for Certificated Employees 451
Suspension of Teaching Certificate 452
Support Programs..... 453
Discharge of Certificated Employees 454
Master Teachers..... 455
Reading Programs In-service Training..... 456
Extra Duty Assignments for Advisors/Coaches..... 457
Part-Time Employment and Job Sharing for
Certificated Employees 458

Reassignment of Administrative Employees..... 459
Certificated Employees: Informal Review Procedure..... 460
Qualifications of Certificated Personnel 461
Staffing Patterns 462
Title I Professional Development 463
FLSA: Exempt Employees 464

NON-CERTIFICATED EMPLOYEE

Definition of Non-Certificated Personnel 470
Non-Certificated Employees: At-Will Employment 471

COMPENSATION AND BENEFITS

Salary Schedules for Non-Certificated Employees 472
Group Health Insurance for Non-Certificated
Employees 473
Evaluation of Non-Certificated Employees..... 474
FLSA: Non-Exempt Employees and Overtime
Requirements 475
Grievance Procedure for Non-Certificated
Employees 476

LEAVE

Absence Without Pay for Non-Certificated
Employees 477
Illness or Death in Immediate Family:
Non-Certificated Employees 478
Sick Leave for Non-Certificated Employees..... 479
Vacation Leave for Non-Certificated Employees 480

STUDENTS

SECTION 500

Statement of Guiding Principles..... 500

Student Handbooks 502

Student Publications 504

Student Harassment 506

Juvenile Sex Offenders 507

Foreign Students 508

Tracking Foreign Students and Foreign
Exchange Visitors 509

School Climate 512

Evacuation/Fire Drills 514

Freedom of Speech and Expression 516

ATTENDANCE

Proof of Age and Identification 520

Attendance Zones 521

School Attendance 522

Attendance Records 523

Student Driving Privileges 524

DISCIPLINE

Maintenance of Orderly Conduct 540

Prohibition of Weapons 541

Searches by School Officials 542

Student Suspension 543

Student Expulsion/Denial of Enrollment 544

Disciplining Students With Disabilities (IDEA) 545

Disciplining Students with Disabilities (Section 504) 546

Theft or Destruction of School Property 548

Prohibition of Gang Activities 549

Assault and Battery 550

Student Drug, Alcohol and Tobacco Use 551

Hazing Prohibition 552

STUDENT HEALTH

Acquired Immune Deficiency Syndrome (AIDS) 560
 Administering Medications 561
 Administering Medications: Diabetes 561.50
 Exclusion for Communicable Diseases 562
 Exclusion for Head Lice 563
 Health Records and Emergency Care 564
 Immunization Requirements 565
 Student Suicidal Tendencies 566
 Do Not Resuscitate Orders 567

ACTIVITIES

Extracurricular Student Activities 570
 Interscholastic Activities 571
 Eligibility and Participation in Interscholastic
 Activities 572
 Athletic Activities Insurance 573
 Extracurricular Awards 574
 Transportation to School-Sponsored Activities 575
 Field Trips 576
 Extended Field Trips 577
 Drug and Alcohol Testing of Students Participating in
 Extracurricular Activities 578
 Student Groups in School Facilities 579

EDUCATIONAL PROGRAMS

SECTION 600

Statement of Guiding Principles 600
 Accreditation 602
~~Personnel Standards 604~~

Curriculum: Standards, Alignment and Assessment..... 605

Elementary School Required Instruction..... 606

Middle School/Junior High School Required
Instruction 608

High School Graduation Requirements..... 610

High School Graduation: Alternate Measures for
Demonstrating Proficiency 611

Idaho Promise Scholarship Program 612

Commencement 614

Early Graduation 616

Correspondence Courses 618

Credit Acceptance for Transferring Students 620

Participation in Statewide Assessments 624

Promotion of Students 626

ENROLLMENT

Dual Enrollment 630

Open Enrollment 632

Postsecondary Enrollment Options..... 634

Student Safety Measures..... 635

Public School Choice 636

CURRICULUM/MATERIALS

Curriculum 640

Citizenship, U.S. Constitution, National Flag
and Colors 641

Communication Skills..... 642

Controversial Issues 644

Guest Speakers 646

Health/Wellness 648

Library and Resource Center Materials 652

Selection of Curriculum Materials 654

Sex Education..... 656

Social Studies 658

Technology 660

Prohibition Against Reproduction of Copyrighted
Materials 661

Curricular Materials Adoption Committee 662

Workforce Skills 664

SPECIAL PROGRAMS

Special Education Services to Private
School Students..... 669

Special Education 670

Section 504 Procedures for Students with
Disabilities..... 671

Gifted/Talented Education 672

Reading Assessment and Intervention Program..... 673

Limited English Proficiency Programs..... 674

Placement of Students at Alternative Schools 676

Title I – Development of Parental Involvement Policy 677

Title I – Parental Involvement 677.10

Federal Impact Aid..... 677.50

Release Time..... 678

Religion in Schools 679

Homeless Students..... 679.50

STUDENT RECORDS

Transfer of Student Records..... 680

Student Records 681

Class Record Book 682

Permanent Student Records..... 686

Report Cards 688

Student Learning Plans..... 690

COMPUTER

Computer Software 696
Computer and Network Service 698

SUPPORT SERVICES

SECTION 700

Statement of Guiding Principles..... 700

STUDENT TRANSPORTATION

Student Transportation 710
Student Transportation System 712
Transport Liability Insurance 716
Contracts for Student Transportation Service 718
Activity Busing 720
Unauthorized School Bus Entry 722
Student Bus Conduct 730

BUS DRIVER CONDUCT

School Bus Driver 738
Duties of School Bus Drivers 740
Bus Driver Conduct..... 742
Bus Driver Drug and Alcohol Testing Program 744
Bus Warning Violations..... 746

SCHOOL LUNCH MEALS

School Lunch Meals..... 770

BUSINESS PROCEDURES

SECTION 800

Statement of Guiding Principles..... 800

BONDING/INSURANCE

Fidelity Bond 802
Insurance 804
Bond Requirements for Public Works 806

BUDGET

Budget Planning and Adoption 810
Budget Adjustments 812
Monthly Budget and Treasurer’s Report 814

FINANCIAL STATEMENTS

Annual Statement of Financial Condition 820
Audit of Financial Statements 822
Gifts, Grants and Bequests 830
Income from Sale or Use of School Property 832
Increase in Fees 834
Investments 836
Activity Funds 838

PAYROLL

Payroll Deductions 840
Payroll Periods 842
Supplemental Pay 844
Travel Allowances 846

PURCHASING

Purchasing 850
Bidding Procedures 851
Issuance of Checks 852
Cancellation of Checks 854

Lease/Purchase Agreements..... 856
 Personal Service Contracts 857
 Contracted Educational Services..... 857.50
 Payment for Goods and Services 858
 Purchase Orders..... 860
 Signature Authority 862
 HIPAA Privacy Rule Compliance 864

RECORD KEEPING

Board of Trustees Records..... 870
 Inventory Records of Fixed Assets 872
 Personnel Records 874

ELECTRONIC COMMUNICATIONS

Electronic Signature and Filing 880

**BUILDING AND SITES
SECTION 900**

Statement of Guiding Principles..... 900
 Building and Grounds Maintenance and
 Development..... 902
 Uniform Public School Building Safety..... 904
 Rental/Use of School District Facilities 910
 Acquisition and Sale of Personal Property..... 920
 Acquisition and Sale of Real Property..... 922
 Excision and Annexation of Territory 927
 Contracts for Recreational Facilities 930
 Use of Contract Services 932
 Trespass on School District Properties 934
 Prohibition Against Smoking 950

**COMMUNITY RELATIONS
SECTION 1000**

Statement of Guiding Principles..... 1000
Parent Involvement in Educational Process..... 1002
Cooperation with Law Enforcement Agencies 1004
Community Involvement 1010
Patron Complaint 1012
Public Relations 1014
Student Community Involvement 1020
Public Performance by Students..... 1022
Contests for Students 1024
Participation in Fund Drives 1026
Money-Raising Activities in the Schools 1028
Gifts to Personnel 1040
Loan of School Equipment..... 1042
Advertising in the Schools..... 1044
Patron Conduct at District Programs and Activities 1046
Parental Notification of Teacher Qualifications 1050
Recruitment of High School Students 1054