

Section 8000

**NON-INSTRUCTIONAL
OPERATIONS**

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NON-INSTRUCTIONAL OPERATIONS

8100

Transportation

The Board of Trustees' primary concern in providing transportation services to students is the safety and protection of the health of students.

The District shall provide transportation to and from school for a student who:

1. Transportation to and from school shall be furnished without charge by the School District to students who live one and one-half mile from the school to which they have been assigned. Determination of the distance shall be made by the Idaho Department of Transportation and shall be measured according to the shortest possible walking route which a student might take to reach the school.
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay mileage to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and State law.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

Cross Reference: 8110 Safety Busing
Legal Reference: I.C. §33-1501 Transportation Authorized
I.C § 33-1503: Payments when Transportation Not Furnished
IDAPA 08.02.03.109 Special Education

Other Reference: Federal Highway Safety Guideline 17
Idaho Department of Education, Idaho's School Bus Driver Training
Classroom Curriculum

Policy History:

Adopted on:

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NON-INSTRUCTIONAL OPERATIONS

8110

Safety Busing

Safety busing is the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board of Trustees, the age, health, and/or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than 1½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting 50 mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school, which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the student’s home to school, using the Board approved measuring instrument. The Superintendent or his or her designee is directed to review all existing safety busing locations at intervals of no more than three years.

Cross Reference: 8100 Transportation
Legal Reference: I.C. §33-1501 Transportation Authorized

Other Reference: <http://www.sde.idaho.gov/student-transportation/files/forms-lists/regulations/SISBO-Manual.pdg>
Standards for Idaho School Buses and Operations

Policy History:
Adopted on:
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NON-INSTRUCTIONAL OPERATIONS

8130

Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

- (a) travel to and from school and between schools;
- (b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities;
- (d) other services that support the student's use of transportation, such as:
 - 1. special assistance (e.g., an aide on the bus and assistance getting on and off the bus);
 - 2. safety restraints, wheelchair restraints, and child safety seats;
 - 3. accommodations (e.g., preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route); or
 - 4. training for the bus driver regarding the student's disability or special health related needs.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference: 3340 Corrective Actions and Punishment
 8140 Student Conduct on Buses

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act
 IDAPA 08.02.03.109 Special Education
 Idaho Special Education Manual

Policy History:

Adopted on: May 9, 2007

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NON-INSTRUCTIONAL OPERATIONS

8140

Student Conduct on Buses

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding school district vehicles as are expected on school property or at school activities, functions or events, and additional specific transportation safety rules. All school rules are in effect while a student is riding a district vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

Discipline of Students with Disabilities

If a student’s IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

Cross Reference: 3330 Student Discipline
8130 Transportation of Students with Disabilities
Legal Reference: I.C. § 33-1501 Transportation authorized
I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: May 9, 2007

Revised on:

Jefferson Joint School District #251

NON-INSTRUCTIONAL OPERATIONS

8150

Unauthorized School Bus Entry

The Board of Trustees hereby instructs the superintendent to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

NOTICE

A person shall be guilty of a misdemeanor if that person:

- (a) Enters a school bus with intent to commit a crime;
- (b) Enters a school bus and disrupts or interferes with the driver; or
- (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference: I.C. § 18-1522 Unauthorized School Bus Entry—Notice

Policy History:

Adopted on: May 9, 2007

Revised on:

NONINSTRUCTIONAL OPERATIONS

8200

Local School Wellness

It is the goal of Jefferson Joint School District 251 to strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. Jefferson Joint School District 251 promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

Goals for Wellness Promotion

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the tools and strategies the district is using.

To ensure the health and well being of all students, it is the policy of the District to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA's National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;

2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);
3. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools.
4. The District will disseminate a list of healthy party ideas to parents and teachers. The District shall also take measure to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:
 1. Encourage schools to become certified as a and/or enroll as a Team Nutrition schools;
 2. Review best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Ensure students have access to hand-washing facilities prior to meals;
7. Annually evaluate the marketing and promotion of the school meal program;
8. Share school meal nutrition information with students and families;
9. Promote nutritious foods and beverages on school grounds;

Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Community Participation

The Superintendent shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance

- with the wellness policy;
- 2. The extent to which the District’s wellness policy compares to model local school wellness policies; and
- 3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

Record Retention

The District shall retain the following records relating to the wellness policy:

- 1. The written local school wellness policy;
- 2. Documentation of the assessment of the wellness policy; and
- 3. Documentation to demonstrate the public was notified as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

Cross-References:	<ul style="list-style-type: none"> § 2310 § 2315 § 8230 	<ul style="list-style-type: none"> Nutrition Education Physical Activity Opportunities and Education Nutrition Standards
Legal References:	<ul style="list-style-type: none"> P.L. 108-265 42 USC § 1758b 42 USC § 1771 et seq. 42 USC § 1751 et seq. 7 CFR §§ 210 & 220 7 CFR § 210.30 	<ul style="list-style-type: none"> The Child Nutrition and WIC Reauthorization Act of 2004 Healthy and Hunger-Free Kids Act of 2010 Child Nutrition Act of 1966 National School Lunch Act Nutrition School Lunch and School Breakfast Programs: Final Rule Local School Wellness Policy
Other References:	<ul style="list-style-type: none"> Smart Snacks in School Regulations by the United States Department of Agriculture Idaho Wellness Policy Progress Report, Idaho State Department of Education Implementation and Monitoring Plan, Idaho State Department of Education 	

Policy History:

Adopted on: June 11, 2014

Revised on: March 11, 2020

NONINSTRUCTIONAL OPERATIONS

8210

District Nutrition Committee

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor, and review District-wide nutrition and physical activity policies. Following initial development, the committee will meet a minimum of two times annually for continued assessment.

Committee membership may consist of:

1. Superintendent or designee;
 2. The District food service coordinator;
 3. A school health professional, such as a dietician or school nurse;
 4. A staff member representative from each school level;
 5. An administrative representative as committee co-chair; and
- Permit participation from the public and school community (including parents, students and representatives of the school food authority, teachers of physical education, school health professionals, school board and school administrators). These individuals are invited to participate on the wellness committee.

Development

To help with the initial development of the District's wellness policies, each school in the District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the District level to identify and prioritize needs.

Monitoring

The Superintendent or designee will ensure compliance with established District-wide nutrition and physical activity wellness policies. In each school, the principal or designee with authority will ensure compliance with those policies in his or her school and will report on the school's compliance with the District Superintendent or designee.

School food service staff, at the school or District level, will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent (or, if done at the school level, to the school principal).

The Superintendent or designee will develop a summary report every three years on District-wide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the District.

Legal Reference: P.L. 108-265 The Child Nutrition and WIC Reauthorization Act of 2004
42 USC § 1758b Healthy and Hunger-Free Kids Act of 2010
42 USC § 1771 et seq. Child Nutrition Act of 1966
42 USC § 1751 et seq. National School Lunch Act

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education
Implementation and Monitoring Plan, Idaho State Department of Education
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education

Policy History:
Adopted on: March 11, 2020
Revised on:

NONINSTRUCTIONAL OPERATIONS

8230

Nutrition Standards

The District shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

Calorie Range: Schools shall ensure the meals offered to children comply with USDA calorie levels.

Trans Fat: Schools shall eliminate foods containing trans fat on the nutrition label.

Whole Grains: All grain offerings shall be whole grain rich. **Fruits and Vegetables:** Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

Milk: Schools shall offer fat-free and low-fat unflavored milk at all points of service. Schools may not sell 2% and whole milk. Flavored milk offerings must be low fat or skim milk.

Water: Schools shall make water available to students during meal service free of charge.

Legumes: Schools shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups.

Sodium: Schools shall limit sodium to meet NSLP and SBP standards.

Condiments: Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross References: § 2305 Nutrition Services
 § 8250 Guidelines for Food and Beverages Sales

Legal References: 42 U.S.C. 1751 et seq. National School Lunch Act
 7 CFR Part 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
 Smart Snacks in School Regulations by the United States Department of Agriculture
 Smart Snacks in School Policy by the Idaho State Department of Education—Child Nutrition Programs

Other Reference: <http://www.sde.idaho.gov/cnp/sch0mp/snacks.html>

Policy History:

Adopted on: June 11, 2014

Revised on: March 11, 2020

NONINSTRUCTIONAL OPERATIONS

8235

Water Consumption/Water Bottle Policy

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes at no cost, at least through water fountains.

Water Bottle Policy

When students bring water bottles for use during school:

1. Water bottles must have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Teachers have discretion in determining classroom use;

Policy History:

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Revised on:

NONINSTRUCTIONAL OPERATIONS

8240

School Meals

This policy supports the mission of the District, including providing an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

National School Lunch Program and the National School Breakfast Program

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast

Program (SBP) Nutrition Standards as well as Smart Snacks in Schools regulations, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich;

2. The meals served will be appealing and attractive to children; and
3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

Breakfast

To ensure that all children have breakfast, either at home or at school, and in order to meet their nutritional needs and enhance their ability to learn, District schools will:

1. To the extent possible, operate the School Breakfast Program;
2. To the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break or recess;
3. Notify parents and students of the availability of the School Breakfast Program.

Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed; and
2. Schools are encouraged to make the lunchroom environment a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling Recommendations

District schools, to the greatest extent possible, should:

1. Provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
2. Schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:00 AM and 2:00 PM;
3. Not schedule tutoring, club or organizational meetings, or activities during mealtimes unless students may eat during such activities;
4. Provide students access to hand washing or hand sanitizing before they eat meals or snacks; and

Legal References:	42 U.S.C. 1751 et seq. 7 CFR Part 210	National School Lunch Act Nutrition School Lunch and School Breakfast Programs: Final Rule
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Smart Snacks in School Regulations by the United States Department of Agriculture

Policy History:

Adopted on: March 11, 2020

Revised on:

NONINSTRUCTIONAL OPERATIONS

8250

Guidelines for Food and Beverages Sales

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. All foods will adhere to Smart Snack regulations, unless approved by an administrator as an exemption.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, vegetables, and whole grains.

Middle/Junior High and High Schools

In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day will meet the nutrition standards found in the Smart Snacks in Schools regulations.

Vending Machines

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations and documentation of compliance shall be retained.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage and will meet the standards of the Smart Snacks in Schools regulations. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The District will disseminate a list when requested of healthful snack items to teachers, after-school program personnel, and parents. The District will also use the Smart Snacks calculator.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Fundraising Activities and Concessions

Any fundraising requires administrative approval and will be tracked by school site.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there, must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school through fundraisers exempted as outlined above, include healthy food choices as well.

It is recommended that organizations operating concessions at school functions should include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower price to encourage selection by students. If these foods and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

School-Sponsored Events

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above.

However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

Cross Reference: § 3420 Student Fund Raising Activities

Legal Reference: Smart Snacks in School Regulations by the United States Department of Agriculture

Other Reference: <http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

Policy History:

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NONINSTRUCTIONAL OPERATIONS

8260

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what times will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of trustees. Revenues may be spent only on those purposes for which general revenue may be expended.

Vending Machine Use

1. Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.
2. Middle Schools/Junior High Schools: Vending machines may be operated in middle schools/junior high school. All vending sales shall comply with policies regarding individual food sales.
3. High Schools: Vending machines may be operated in high schools. All vending sales shall comply with policies regarding individual food sales.

Vending Machine Nutrition Standards

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- The consumption of nutrient dense foods (i.e., whole grains, fresh fruits and vegetables) shall be encouraged.

Beverages:

- Vending sales of pop or artificially sweetened drinks will not be permitted on school grounds;
- The non-vending sale of pop or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day;
- The vending sale of beverages, other than soda, with less than ten percent (10%) fruit juice may begin at the conclusion of the instructional day; and
- Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.

Candy:

- Vending sales of candy will not be permitted on school grounds;
- Non-vending sales of candy will be permitted at the conclusion of the instructional day; and
- Candy is defined as any time that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), or syrup) listed as one of the first two ingredients.

Cross-Reference: 7260 Student Activity Funds
 8245 Competitive Food Services

Legal Reference: I.C. 33-523(4) Governance of Schools
 I.C. 33-705 Activity Funds

Policy History:

Adopted on: June 11, 2014

Revised on:

Fire Drills and Evacuation PlansGoal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

Frequency

Monthly Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

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

Fire Safety and Fire Evacuation Plans

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

Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
 - a. The occupancy assembly point
 - b. The location of fire hydrants.
 - c. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress routes
 - e. Areas of refuge
 - f. Manual fire alarm boxes
 - g. Portable fire extinguishers
 - h. Occupant-use hose stations
 - i. Fire alarm enunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

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

I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title 01,
Chapter 50, "Adoption of the 2006 *International Fire Code*."
2006 Idaho Fire Code

Policy History:

Adopted on: March 10, 2010

Revised on:

Jefferson School District No. 251

NONINSTRUCTIONAL OPERATIONS

8320P

Emergency Drills Rules and Procedures

The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class.
3. No student or staff member is to remain in the building during emergency drills.
4. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows and doors are closed with doors locked.
 - b. Assuring that electrical equipment and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator.

A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

Cross Reference: 8320 Fire Drills and Evacuation Plans

Policy History:

Adopted on: March 10, 2010

Revised on:

Jefferson Joint School District #251

NON-INSTRUCTIONAL OPERATIONS

8400

Busing for Student Activities

Transportation will be provided for student activities that are approved by the School District Administration. A transportation cost may be charged for activity travel that is not part of the reimbursement schedule adopted by the State Department of Education. Any such transportation fee schedule shall be established and approved by the Board of Trustees.

Policy History:

Adopt on:

Revised on:

Jefferson Joint School District #251

NON-INSTRUCTIONAL OPERATIONS

8605

Retention of District Records

In compliance with Idaho Code § 33-506, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

Method of Destroying Official Records

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

Suspending of Destroying Official Records

The district will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If the district receives a Freedom of Information Act (FOIA) request;
2. If the district believes that an investigation or litigation is imminent, or
3. If the district is notified that an investigation or litigation has commenced.

The Superintendent and Board Clerk are responsible for carrying out this policy. If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

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

DISTRICT RECORDS RETENTION SCHEDULE

Retention Codes	
AC—After closed, terminated, completed, expired, settled, or last date of contact FE—Fiscal Year End (June 30 th)	LA—Life of Asset PM—Permanent US—Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION—ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM
ADMINISTRATION—ATTENDANCE—Enrollment attendance data	3 yr
ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes	Not less than 8 months following election
ADMINISTRATION—BALLOTS FOR BOND ELECTIONS	<ul style="list-style-type: none"> a. Not less than 60 days after bonds have been delivered to purchaser b. Not less than 8 months following bond election
ADMINISTRATION—CONTRACTS AND LEASES	AC +6 yr
ADMINISTRATION—GENREAL CORRESPONDENCE	3 yr
ADMINISTRATION—DONATION/GIFT RECORDS	PM
ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings	PM
ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meeting	PM—Restricted Access
ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability	PM
ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS	AC +3 yr
ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS	PM
ADMINISTRATION—SCHOOL CERTIFICATION REPORTS	PM
ANNUAL REPORTS	PM

APPEAL AND REVIEW RECORDS —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	PM
BOARD MEMBER RECORDS —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports and other reference material. Records are often compiled in a notebook for each member.	AC +3 yr NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
BOARD RECORDS —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM
COMPUTER SYSTEMS—BACKUPS —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	US or 1 year
EQUIPMENT—HISTORY FILE —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	LA +3 yr
EQUIPMENT MANUALS —Instruction and operating manuals	LA
EQUIPMENT WARRANTIES	AD +1 yr
FACILITIES OPERATIONS—APPRAISALS — Building or property	3 yr
FACILITIES OPERATIONS—BUILDINGS PLANS AND SPECIFICATIONS —Includes architectural and engineering drawings, etc.	PM For leased structures retain AC +2
FACILITIES OPERATIONS—BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	LA
FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE +3 yr
FACILITY OPERATIONS—PROPERTY DISPOSAL RECORDS —Documenting disposal of inventoried	PM

property	
FACILITY OPERATIONS—PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs	US +3 yr
FACILITY OPERATIONS—SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.	AC +2 yr AC=Until superseded, date of expiration or date of termination, whichever is sooner
FACILITY OPERATIONS—SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS—UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS—VEHICLE OPERATION LOGS	1yr
FISCAL—ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE +3 yr
FISCAL—ANNUAL FINANCIAL REPORTS	PM
FISCAL—ANNUAL OPERATION BUDGETS	FE + 3 yr
FISCAL—APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request	FE + 3yr
FISCAL—FINAL AUDIT REPORTS	PM
FISCAL—BANK STATEMENTS	FE +3 yr
FISCAL—CANCELLED CHECKS—Stubs/Warrants/Drafts	FE +3yr
FISCAL—CAPITAL ASSET RECORDS	LA +3 yr
FISCAL—CASH RECORDS—Cash deposit slips; cash receipts log	FE +3 yr
FISCAL—DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property	PM
FISCAL—Detail chart of accounts—One for all accounts in use for a fiscal year	FE +3 yr
FISCAL—EXPENDITURE JOURNAL OR REGISTER	FE +3 yr
FISCAL—EXPENDITURE VOUCHERS—Travel, payroll, etc.	FE +3 yr
FISCAL—EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.	FE +3 yr
FISCAL—FEDERAL TAX RECORDS—Includes FICA records	AC +4 yr AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
FISCAL—FEDERAL FUNDING RECORDS—Title I; Chapter 2; Title VI-B	FE +5 yr Or until all pending audits or reviews are completed
FISCAL—FEDERAL—USDA	AC +3yr AC=submission of final

	expenditure
FISCAL —GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE +3 yr
FISCAL —GRANTS—State and Federal	AC +3 yr AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency
FISCAL —INSURANCE CLAIM FILES	AC +3 yr AC=Resolution of claim
FISCAL —INSURANCE POLICIES—all types	AC +5yr AC=expiration or termination of policy according to its terms
FISCAL —LONG-TERM LIABILITY RECORDS— Bonds, etc.	AC +4 yr AC=retirement of debt
FISCAL —RECEIPTS JOURNAL OR REGISTER	FE +3 yr
FISCAL —RECONCILIATIONS	FE +3yr
FISCAL —REIMBURSABLE ACTIVITIES—Requests & approval for reimbursed expenses for travel, training, etc.	FE +3 yr
FISCAL —RETURNED CHECKS—Uncollectable warrants or drafts	AC +3 yr AC=After deemed uncollectible
FISCAL —SIGNATURE AUTHORIZATIONS— Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	US+FE+3yr
LEGAL —LITIGATION FILES--	PM CAUTION: May contain attorney-client privileged information
LEGAL —OPEN RECORDS REQUESTS— Documentation relating to approved or denied requests for records under Idaho Public Records Law	PM
LEGAL —OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	PM CAUTION: May contain attorney-client privileged information
NEWS OR PRESS RELEASES	PM
PERSONNEL —ACCUMULATED LEAVE ADJUSTMENT REQUEST—Use to create and adjust employee leave balances	FE +3 yr
PERSONNEL —APPLICATIONS FOR	AC +2 yr

EMPLOYMENT—HIRED —Applications, resumes, etc. required by employment advertisement	AC =Date position is filled
PERSONNEL—BENEFIT PLANS	US +1 yr
PERSONNEL—COMPLAINT RECORDS —Complaints received and records documenting their resolution	FE +3 YR Caution: If a complaint becomes the subject of litigation, it is subject to a longer retention period
PERSONNEL—CORRECTIVE ACTION —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	AC +3 yr AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
PERSONNEL—DISCIPLINARY ACTION DOCUMENTATION —those actions that affect pay or status. They include demotion, dismissal, etc.	AC +3 yr AC=Termination of employment
PERSONNEL—EMPLOYEE STATEMENTS (Affidavits)—for insurance, personnel or other uses for which Administration has sought such statements	AC +3 yr AC= Termination of employment
PERSONNEL—EMPLOYEE BENEFITS —Documents relating to selection of benefits other than insurance	US
PERSONNEL—EMPLOYEE COUNSELING RECORDS —Notes, etc. relating to job-specific counseling	AC +3 yr AC=Termination of counseling
PERSONNEL—EMPLOYEE DEDUCTION AUTHORIZATIONS —Documents relating to all deductions of Pay	AC + 3yr AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL—EMPLOYEE EARNINGS RECORDS	4 yr
PERSONNEL—EMPLOYEE INSURANCE RECORDS —District copy of selection records by employees of insurance offered by the District	US
PERSONNEL—EMPLOYEE RECOGNITION RECORDS —Awards, incentives, etc.	AC +3 yr AC=Termination of employment
PERSONNEL—EMPLOYMENT ANNOUNCEMENT	2 yr
PERSONNEL—EMPLOYMENT CONTRACTS	Original dates of hire +50 yr
PERSONNEL—EMPLOYMENT ELIGIBILITY —Documentation or verification of Federal report form INS	AC +4 yr AC=Termination of

I-9	employment, with a minimum of 4 years
PERSONNEL—EMPLOYMENT SELECTION RECORDS —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	2 yr CAUTION: Does not include criminal history checks
PERSONNEL—FORMER EMPLOYEE VERIFICATION RECORDS —Minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire +50 yr
PERSONNEL—GRIEVANCE RECORDS —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	AC +6 YR AC=final decision on the grievance
PERSONNEL—HIRING PROCESS—CRIMINAL HISTORY CHECKS —Criminal history record information on job applications	AC +1 yr AC=After hiring decision made
PERSONNEL—JOB PROCEDURE RECORD/JOB DESCRIPTION —any document detailing duties of positions on position-by-position basis	US +3 yr
PERSONNEL—LEAVE STATUS REPORT —Cumulative report for each pay cycle showing leave status	FE +3 yr
PERSONNEL—LIABILITY RELEASE FORM —Statements of employees, patrons, etc. who have released the district from liability	PM
PERSONNEL—LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL—OVERTIVE AUTHORIZATION & SCHEDULE	2yr
PERSONNEL—PAYROLL—DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL—PAYROLL-INCOME ADJUSTMENT AUTHORIZATION —Used to adjust gross pay, FICA, retirement or compute taxes	3 yr
PERSONNEL—PERFORMANCE APPRAISAL	2yr
PERSONNEL—PERSI ENROLLMENT FILE	6 yr from filing date
PERSONNEL—PERSI RECORD OF HOURS WORKED —Irregular help, half-time or greater	Date of hire +50 yr
PERSONNEL—PERSI TERMINATION RECORD	6 yr
PERSONNEL—PERSONNEL INFORMATION —Documents that officially change pay, titles, benefits, etc.	2 yr
PERSONNEL--POLICY AND PROCEDURES MANUAL —any manual, etc. that establishes standard employment procedures	PM
PERSONNEL—RESUME-UNSOLICITED	1yr
PERSONNEL-SICK LEAVE POOL DOCUMENTATION —Requests submitted, approvals, number of hours transferred in and out, etc.	FE +3 yr

PERSONNEL—TIME CARD AND TIME SHEET	3 yr
PERSONNEL—TIME OFF AND/OR SICK LEAVE REQUEST	FE +3 yr
PERSONNEL—TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—Records documenting training, testing or continued education	AC +3yr AC=Termination of employment
PERSONNEL—UNEMPLOYMENT CLAIM RECORD	3yr
PERSONNEL—UNEMPLOYMENT COMPENSATION RECORDS	AC +3 yr
PERSONNEL—W-2 & W-4 FORMS	5 yr from date of termination
PERSONNEL—WORKER’S COMPENSATION POLICIES	AC +10yr AC=Expiration of policy
PROCUREMENT—PERFORMANCE BOND—Bonds posted by individuals or entities under contract with District	PM
PROCUREMENT—PURCHASING LOG—Log, etc. providing a record of purchase orders issued, orders received, etc.	FE +3 yr
PROCUREMENT—BID DOCUMENTATION— Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	FE +3 yr CAUTION: If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM
SAFETY—ACCIDENT REPORTS	8 yrs* For Minors, 8 yrs after minor reaches age of 18
SAFETY—DISASTER PREPAREDNESS AND RECOVERY PLANS	PM
SAFETY—EVACUATION PLANS	PM
SAFETY—FIRE ORDERS—Issued by fire marshal to correct deficiencies in compliance with the fire code	AC +3 yr AC=Deficiency corrected
SAFETY—HAZARDOUS MATERIALS DISPOSAL RECORDS—Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM
SAFETY—INCIDENT REPORTS—Reports concerning incidents which, upon investigation, were of a non-criminal nature	3 yr (or 30 yr*) *Exposure records require 30 year retention per 29 CFR §

	1910.1020(d)(ii)(B)Footnote(1)
SAFETY—INSPECTION RECORDS— Fire, safety, and other inspection records of facilities and equipment	AC +3 yr AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
SAFETY—MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY—WORKPLACE CHEMICAL LISTS	30 yr
STUDENTS—EDUCATION RECORDS— Student's name, birth date, last address, dates of attendance, graduation date and grades earned	PM
STUDENTS—SPECIAL EDUCATION RECORDS— Educational records, including eligibility documentation and IEPs	FE +5yr
VEHICLE—INSPECTION, REPAIR AND MAINTENANCE RECORDS	LA +1 yr
VEHICLE—TITLE AND REGISTRATION	1 yr
VOLUNTEER RECORDS— Records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC +3 yr AC=End of term of volunteer or intern
WEBSITE/WEB PAGES—INTERNET/INTRANET— System development documentation for initial setup; subsequent changes and content of pages	PM

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

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds
I.C. § 33-407 Return of canvass of elections
I.C. § 33-508 Duties of Clerk
I.C. § 56-209h Administrative Remedies
SDE Administrator's Handbook 1.43
Federal Regulation
Idaho Records Management Guide, November, 2004

Policy History:

Adopted on:

Revised on

Jefferson School District No. 251

NON-INSTRUCTIONAL OPERATIONS

8610

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

This policy and any other policies, procedures, or directions relating to the implementation of the Health Insurance Portability and Accountability Act of 1996 are to be documented in written form. This documentation may be electronic. Such records are to be retained for at least six (6) years following their creation or last date effective, whichever is later. These documents will be made available to those responsible for implementing the procedures to which the documentation pertains.

This documentation shall be reviewed periodically, and updated as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Health Insurance Portability and Accountability Act of 1996 regulations, 45 C.F.R 164.316

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Policy History

Adopted on: January 9, 2013

Revised on:

It is the policy of the Jefferson School District 251 to maintain a safe learning environment. The District has determined that unapproved use of drones poses a safety hazard. The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any District-sponsored event; game; match; tournament; or anywhere in, on, or directly above or upon property or premises owned, maintained or used by the District for any purpose, unless otherwise preempted by applicable State or federal law. The District reserves the right to remove or refuse admission to any individual who violates this policy. The District further reserves the right to exclude any individual who violates this policy from future District events. Violators may also be reported to appropriate authorities, including the Federal Aviation Administration (FAA). Students or employees violating this policy shall be subject to formal disciplinary action pursuant to District policies.

Use of Unmanned Aircraft (Drones)

An unmanned aircraft, or drone (hereinafter “drone”), is an aircraft that is:

1. Capable of sustained flight in the atmosphere;
2. Flown within visual line of sight of the person operating the aircraft; and
3. Flown for hobby or recreational purposes.

Appropriate Use

School Related: Teachers/staff, students may, with pre-approval from the District’s Administration, and if part of a school program or activity, operate a drone on school property solely for the limited purpose of the administrative pre-approval.

Non-School Related: Visitors and unsupervised students are prohibited from operating drones on District property.

The following guidelines must be adhered to by anyone flying a drone on District property:

1. Absent specific written permission from the District’s Administration, all drones operating on District property must weigh no more than 55 lbs. If a drone weighs between .55 and 55 pounds, the individual must register the device online. The school shall request proof of the drone owner/operator with regard to the device’s registration.
2. Operators must not operate a drone within five miles of any airport without prior notification and confirmation from airport authorities.
3. Operators must abide by any other airspace restrictions.
4. Operators must not operate a drone above an altitude of 400 feet above ground level and must remain clear of surrounding obstacles.

5. Operators must maintain safe control and line of sight with the drone during all stages of operation. Drones may only be flown during daylight and in weather that allows 3 miles of visibility from the place the drone is being operated.
6. Operators must maintain a safe operating distance from crowds and may not fly over stadiums, sports events, emergency response efforts, or any people who are not directly involved in the operation of the drone.
7. Operators must ensure drone operations do not interfere with manned aircraft operations.
8. Data collected by a drone can only be used for educational purposes and may not be sold for profit.
9. If there is a plan to fly drones over property that is not owned by the District, written permission from the owner of the property must be provided to the Superintendent or his or her designee. Those operating drones on property not owned by the District must adhere to all requirements of this policy.
10. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of any drones.

The Superintendent or designee may require those using the drone to:

1. Supply proof of insurance meeting liability limits established by the District;
2. Sign an agreement holding the District harmless from any claims of harm to individuals or damage to property; and
3. Meet additional requirements as determined appropriate by the District.

Inappropriate Use

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any State or Federal laws or rules or any District policy;
2. Taking pictures of property or persons without consent;
3. Violating safe operating protocols as defined in drone user manual and as directed by the supervising staff member;
4. Deliberately annoying another person, interfering with another's work, insulting or attacking others, or harassing others; and
5. Take-offs or landings on District property contrary to this policy or pre-approval of the District's administration.

Violations

District staff shall monitor for inappropriate use of District drone technology as defined by this policy. Violators may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees. Violators may also be subject to civil penalties pursuant to Idaho Code § 21-213(3).3

Legal Reference: Memorandum: Educational Use of Unmanned Aircraft Systems (UAS),
 Federal Aviation Administration
 The FAA Modernization and Reform Act of 2012, Section 336. Special
 Rule for Model Aircraft
 I.C. § 21-213 Restrictions on Use of Unmanned Aircraft Systems

Other References: Unmanned Aircraft Systems, Federal Aviation Administration,
 https://www.faa.gov/uas/getting_started/

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