

Section 8000

**NON-INSTRUCTIONAL  
OPERATIONS**

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Transportation

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

Requirements

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

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home<sup>1</sup> and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
1. Is a student with a disability whose IEP identifies transportation as a related service; or
2. 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 board and room reimbursements 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

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

Foster Children

The Superintendent or designee shall implement the requirements for ensuring educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest).

Transportation will be provided, arranged, and funded for the duration of time in foster care. These procedures must ensure the following:

1. Children in foster care who need transportation to their school of origin

will receive that transportation promptly and in a reasonable and cost effective manner. and;

2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
  - A. The local child welfare agency agrees to reimburse the District for the cost of this transportation;
  - B. The District agrees to pay for the cost of such transportation; or
  - C. The District and the local child welfare agency agree to share the cost of this transportation.

## Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing them to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. This training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Previous documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Superintendent or designee 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.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

The District shall include student transportation operations in District disaster and emergency preparedness plans and shall ensure school bus drivers are provided with training on the disaster and emergency preparedness plans.

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## Legal Reference:

20 USC § 6312(c) Every Student Succeeds Act Standards for School Buses and Operations  
I.C. §33-1501 Transportation Authorized  
IC§ 33-1503 Payments when Transportation Not  
Furnished IDAPA 08.02.03.109 Special Education

Federal Highway Safety Guideline 17

Idaho State Department of Education

School Bus Driver Training - Classroom Curriculum

Cross References  
8110  
3060

Description  
Safety Busing  
Education of Homeless Children

Policy History:  
Adopted on: August 13, 2025

## **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:  
Revised on: April 12, 2017

## **NON-INSTRUCTIONAL OPERATIONS**

**8115**

### Transportation

#### **Hours of Service of Drivers**

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the District or their transportation provider does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the District or their transportation provider operate commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips of more than 100 miles.

#### Legal References

FMCSA § 395.5

#### **Other References**

#### Description

Maximum Driving Time for Passenger-Carrying Vehicles

#### **Description**

Idaho State Department of Education  
Idaho State Department of Education

Standards for Idaho School Buses and Operations  
Idaho's School Bus Driver Training - Classroom Curriculum

### Cross References

Code	Description
8100	Transportation

Policy History:  
Adopted on: August 13, 2025

### Non-Instructional Operations

8120

Transportation

#### Bus Routes, Stops, and Non-Transportation Zones

Each year, no later than the regular Board meeting in August, the Superintendent or their designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board of Trustees. The Board shall consider student health and safety in considering the recommendations of the Superintendent or designee.

#### Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action as described in Policy 8110 Safety Busing.

“Non-Transportation Zone” shall mean an area of the District designated by the Board which is not served by District transportation because of scarcity of students or remoteness, or because the condition of roads makes it impractical to provide service.

#### Establishing Bus Routes

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument.
2. School bus drivers are encouraged to make recommendations about establishing or changing routes.

3. Parents should be referred to the Superintendent or designee for any request of change in routes, stops, or schedules.
4. At least once each year, the transportation supervisor or the District's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the District. The District may use the State Department of Education's model evaluation procedure and forms for these evaluations.

### Bus Stops

Buses should stop to load and unload passengers only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind. No bus stop shall be established within 1½ miles from the students' school except in safety busing zones.

All bus stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All bus stops shall be located at a site that allows the bus to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.

School bus drivers shall load and unload from the right side of the roadway. Bus stops shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or to proceed home after exiting the bus unless the location has easily accessible traffic control signals.

School buses shall only stop to load or unload passengers at designated bus stops, as required by law.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones and shall ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or buses are present in the loading area.

### Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents/guardians on routes experiencing delays, if necessary.

### Responsibilities - Pupils

Pupils should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the bus driver.

Student shall not shout at passersby. Pupils should instantly obey any command or suggestions from the driver or their assistants.

A pupil may be denied transportation upon a showing of good cause as described in Policy 8140 Student Conduct on Buses.

### Responsibilities - Parents

Parents' interest and assistance is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Teach children about safe school bus related behavior, including its importance.

### Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17 for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of their passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark anywhere at other than their assigned stop unless authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which, by this reference, is incorporated and attached to this policy.

The bus driver is responsible for the use of the warning and stop signaling systems. Failure to use the system constitutes negligence on the part of the driver.

### Inclement Weather

The Board recognizes the unpredictability of Idaho weather and resulting dangers. To achieve maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with their best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist them in making such decisions.

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**Legal References**

IC § 33-1501  
 IC § 33-1502  
 IC § 33-512  
 IC § 49-1422  
 IC § 49-660  
 IC § 49-915

**Description**

Transportation Authorized  
 Bus Routes—Non-Transportation Zones  
 District Trustees - Governance of Schools  
 Overtaking and Passing a School Bus  
 Stopping, Standing or Parking Prohibited in Specified Places  
 School Buses — Visual Signal

**Other References**

Idaho State Department of Education  
 Idaho State Department of Education

**Description**

Standards for Idaho School Buses and Operations  
 Idaho’s School Bus Driver Training - Classroom Curriculum

**Cross References****Code**

2210  
 2210-P  
 8100  
 8110  
 8140

**Description**

School Closure  
 School Closure Procedure  
 Transportation  
 Safety Busing  
 Student Conduct on Buses

Policy History:

Adopted on: August 13, 2025

**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.



their bus driver. Drivers shall instruct students in appropriate behavior in accordance with this policy and any other applicable rules.

Students are expected to follow the same behavioral standards while riding school district vehicles as are expected on school property and at school activities, functions, and 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 the building principal to correct student behavior. The rules shall include consistent consequences for student misbehavior.

### Due Process

The student and parent/guardian of the student shall receive notice of inappropriate conduct and have the opportunity to address the conduct with school personnel. Recommendations for temporary or permanent termination of bus privileges will be referred to the Superintendent or their designee 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 regard to the student and transportation. The implications of suspension from bus transportation depend on whether bus transportation is identified on the student's 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.

**Legal References**

IC § 33-1501

IC § 33-205

IC § 33-512

**Other References**

Idaho State Department of Education

**Cross References**

**Description**

Transportation Authorized

Denial of School Attendance

District Trustees - Governance of Schools

**Description**

Standards for Idaho School Buses and Operations

**Code**

3330

8120

8130

**Description**

Student Discipline

Bus Routes, Stops, and Non-Transportation Zones

Transportation of Students with Disabilities

Policy History:

Adopted on: August 13, 2025

**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:

**NON-INSTRUCTIONAL OPERATIONS**

**8170**

Transportation

District Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

#### District Bus and Vehicle Maintenance

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State Board of Education and inspections as required by law.

Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects.

All other District vehicles shall be maintained following established programs as developed by the Superintendent.

#### District Owned Vehicles Provided to Employees

The District may own vehicles that some employees use for commuting to and from work and for other District- related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of mileage and use other than official District business must be recorded in a diary or log.

Unauthorized personal use of a District vehicle or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

#### Health and Safety Protocols of District-Owned Vehicles

All users of vehicles owned and maintained by the District shall adhere to the cleaning and disinfection protocols outlined by the District.

#### **Legal References**

IC § 33-1506

IDAPA 08.02.02.160

#### **Description**

Inspection of School Buses

Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

#### **Other References**

10.2.6

Idaho State Department of Education

Idaho State Department of Education

#### **Description**

Idaho Commercial Drivers License Manual

Standards for Idaho School Buses and Operations

Idaho's School Bus Driver Training - Classroom Curriculum

#### Policy History:

Adopted on: August 13, 2025

## **NON-INSTRUCTIONAL OPERATIONS**

**8170P**

Transportation

#### District Owned Vehicle

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment or personal vehicles for official District purposes.

#### District Vehicles and Equipment

##### Authorization for Use

Jefferson School District 251 employees shall operate District owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The District may verify the employee's license status by checking motor vehicle records; and

3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

#### Responsibilities of Vehicle or Equipment Operator

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating as described in Policy 8170 to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
5. Be personally responsible for traffic fines and/or penalties arising from their violation of traffic laws while operating District vehicles or equipment;
6. Refrain from operating any District vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
7. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;
8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of District fueling cards and facilities, maintenance and repair facilities, and

supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;

12. Not allow others to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

#### Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of District owned vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

#### Emergency Callout

In specific instances, the Superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to respond more quickly to emergencies. Which employees are assigned to keep a vehicle at their residence may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

#### Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of District property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the

purchase of school buses.

### Accident Management Procedures

Jefferson School District 251 establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment:

1. All accidents, collisions, or vandalism (herein collectively referred to as "accidents") involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action;
2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment;
5. All accidents shall be investigated by a designated District Safety Coordinator or their designee;
6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed \$1,000 shall be reviewed by the Safety Committee;
7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non- preventable.
  - A. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer the

- Committee's questions;
- B. The Committee shall inform the driver of their findings in a timely manner; and
  - C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.
8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
- A. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
  - B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
9. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

#### Definitions

**"Equipment"** for purposes of this procedure means utility vehicles, and construction and lawn equipment.

**"Vehicle"** for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.

#### Legal References

IC § 33-1506  
IDAPA 08.02.02.160

#### Description

Inspection of School Buses  
Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

#### Other References

10.2.6  
Idaho State Department of Education  
Idaho State Department of Education

#### Description

Idaho Commercial Drivers License Manual  
Standards for Idaho School Buses and Operations  
Idaho's School Bus Driver Training - Classroom Curriculum

Policy History:

Adopted on: August 13, 2025

## NONINSTRUCTIONAL OPERATIONS

8180

Transportation

### Driver Training and Responsibility

The District and its school bus drivers shall meet all operations and performance requirements in conformity with law and with the rules and regulations of the Department of Law Enforcement and the State Board of Education.

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Bus drivers shall establish proper rapport with students. Drivers should be aware that they represent the District and should present a positive image in dress, language, and manner.

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be over 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics;
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education; and
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code § 33-1509.

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

### Training

**New Bus Drivers:** All new school bus drivers shall complete a school bus training program previously approved by the **Superintendent or their designee**. They must also pass all knowledge tests contained in the State Department of Education school bus driver classroom curriculum. New bus drivers shall also complete ten hours of practical training in a school bus, including at least six hours of behind the wheel training.

Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students.

The District may choose to make use of the classroom and behind-the-wheel training methods and resources developed by the State Department of Education.

**Experienced Drivers:** All experienced school bus drivers shall complete at least ten hours refresher school bus driver training each fiscal year; at least three hours of pre-service training shall be completed before school begins in the fall. Experienced drivers must also attend at least three in-service training sessions during the school year. These sessions must include topic specific training blocks of at least 30 minutes. The District shall document that each experienced driver has attended these sessions.

**Drivers with Experience with a Previous Employer:** Upon hiring a driver with previous experience, the District or the transportation provider it contracts with shall request documentation of all of their previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration Commercial Driver’s License licensing requirements.

Documented previous training that is similar to the requirements for new bus drivers described above may be substituted for new school bus driver training hours. Regardless of any previous training, all newly hired school bus drivers shall have sufficient training provided by the District or contractor, along with accompanying documentation, to illustrate they are proficient in school bus driving skills.

If a newly-hired driver has a gap of more than four years in their ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers. If the District or contractor is unable to obtain documentation of previous school bus driver training, the driver shall complete the training requirements for new school bus drivers.

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<b>Legal References</b>	<b>Description</b>
FMCSA 382.105	Testing Procedures
IC § 33-1508	Operation of School Buses
IC § 33-1509	School Bus Drivers – Definition – Qualification – Duties
IC § 49-105	Definition - Drivers Licenses
IC § 49-648	Obedience to Signal Indicating Approach of Train or Other On-Track Equipment
IC § 49-649	Compliance with Stopping Requirement at All Railroad Grade Crossings
IDAPA 08.02.02.170	School Bus Drivers and Vehicle Operation
<b>Other References</b>	<b>Description</b>
Idaho State Department of Education	Idaho’s School Bus Drivers Training - Behind the Wheel Curriculum
Idaho State Department of Education	Standards for Idaho School Buses and Operations
Idaho State Department of Education	Idaho’s School Bus Driver Training - Classroom Curriculum

Policy History:

Adopted on: August 13, 2025

**NON-INSTRUCTIONAL OPERATIONS**

**8180P**

Transportation

Driver Training and Responsibilities- Responsibilities When Operation the School Bus

Bus drivers shall comply with the following requirements when operating any school bus for the District.

1. Buses should not be driven in reverse unless absolutely necessary. Drivers shall not back a bus to turn around on a public roadway unless the Board of Trustees has determined, when approving the District bus routes, that there is no alternative. In such cases, the Board shall pass a motion declaring that backing of school buses in such cases is permitted.
2. Bus doors shall remain closed while the bus is in motion.
3. The driver shall not allow guns or flammable or explosive substances, such as gasoline, to be brought onto a school bus.
4. Drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. The District shall ensure all school bus drivers are trained on homeland security awareness.
5. No school bus shall start moving before all passengers have been seated, and no student may stand when the bus is in motion. The driver shall require each passenger on the bus to be seated in a passenger seat.
6. All school and activity buses shall stop at all railroad grade crossings as required by law.
7. Drivers shall never drive in excess of the speed limit or in excess of 65 miles per hour.
8. Drivers shall not leave an occupied bus. In the event of a bus breakdown, the driver shall request assistance via two-way communication whenever possible. If two-way communication is not possible, the driver shall:
  - A. Phone for help on a personal cell phone once the bus is secured.
  - B. Ask a passing motorist to make contact with the District;
  - C. Send a school bus aide to seek help;
  - D. Send at least two responsible students to make contact with the District; or
  - E. Wait for help.

9. Before leaving the driver's seat of an occupied bus or leaving an unoccupied bus, they shall first shut off the motor, curb the wheels (if applicable), set the brakes, and remove the ignition key.
10. No passenger shall be permitted to operate the school bus.
11. School bus drivers shall properly wear a seat belt whenever the bus is in motion.
12. Is a student must cross a roadway to back a bus or to return home after exiting, the driver shall require the student to cross 12 feet in front of the bus in accordance with the state loading and unloading training curriculum. The driver should signal this with eye contact and by giving one wave with an open palm and with their fingers together. The driver shall use a long steady blast of the horn to signal danger.
13. Drivers shall report the license number of any vehicle which violates any law endangering school children to their immediate supervisor.

**Legal References**

FMCSA 382.105

IC § 33-1508

IC § 33-1509

IC § 49-105

IC § 49-648

IC § 49-649

IDAPA 08.02.02.170

**Other References**

Idaho State Department of Education

Idaho State Department of Education

Idaho State Department of Education

**Description**

Testing Procedures

Operation of School Buses

School Bus Drivers – Definition – Qualification – Duties

Definition - Drivers Licenses

Obedience to Signal Indicating Approach of Train or Other On-Track Equipment

Compliance with Stopping Requirement at All Railroad Grade Crossings

School Bus Drivers and Vehicle Operation

**Description**

Idaho’s School Bus Drivers Training - Behind the Wheel Curriculum

Standards for Idaho School Buses and Operations

Idaho’s School Bus Driver Training - Classroom Curriculum

Policy History:

Adopted on: August 13, 2025

**NON-INSTRUCTIONAL OPERATIONS**

**8190**

Transportation

Emergencies Involving Transportation Vehicles

The Superintendent shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of

adhering to their preselected route. This instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops;
2. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in the location and operation of all emergency exits;
3. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in:
  - A. Safe riding practices, rules, and procedures; and
  - B. The location and operation of emergency exits.

### School Bus Emergency Plan

The Superintendent or their designee shall develop an emergency procedure to be followed in the event of an accident or other emergency. The District shall seek participation of local emergency personnel in developing the plan.

When such an accident or other emergency occurs, the bus driver shall follow this procedure. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

### Evacuation of Bus

Each bus route shall have a written emergency evacuation plan. Each plan should reflect each student's ability to evacuate and assist others.

All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters.

At least once during each school semester, students should participate in supervised and timed emergency evacuation drills.

The District will make every reasonable effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus. Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a child's participation would present a health risk, the Superintendent or their designee shall inform the student's parent/guardian of the barriers to participation. The District shall seek the help of school liaisons, parents/guardians, and other District personnel in training students and staff on the

emergency plan, including how to exit the bus without the use of any mobility device or equipment that would be unavailable in the event of an emergency evacuation.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the following items are prohibited in the passenger compartment of any bus used for regular or extracurricular transportation:

1. Sports equipment, large musical instruments, luggage, coolers, or any other items; that obstruct the aisle impeding evacuation routes
2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket;
3. Any item prohibited on school grounds by District policy or applicable rules.

Students shall not bring any object onto the bus that does not meet these requirements. Also, students shall not bring any hazardous materials or objects or animals onto the bus, except that service animals are permitted in accordance with Policy 2375 Service Animals in School.

The Superintendent may issue additional rules limiting the size or number of items riders may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

**Other References**

Federal Highway Safety  
Idaho State Department of Education

**Description**

Guideline 17  
Standards for Idaho School Buses and Operations

**Code**

2375

**Description**

Service Animals in School

Policy History:

Adopted on: August 13, 2025

**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:	§ 2310	Nutrition Education
	§ 2315	Physical Activity Opportunities and Education
	§ 8230	Nutrition Standards
Legal References:	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
	7 CFR §§ 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule
	7 CFR § 210.30	Local School Wellness Policy
Other References:	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	
	Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education <a href="http://www.sde.idaho.gov/cnp/sch-mp/snacks.html">http://www.sde.idaho.gov/cnp/sch-mp/snacks.html</a>	

#### 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.



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:

Adopted on: March 11, 2020

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.



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:

Adopted on: June 11, 2014

Revised on: March 11, 2020

## **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:

**Jefferson School District No. 251**

**NONINSTRUCTIONAL OPERATIONS**

**8320**

Fire Drills and Evacuation Plans

Goal

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

Frequency

Monthly Fire Drills are required for all 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**

<b>Retention Codes</b>	
AC—After closed, terminated, completed, expired, settled, or last date of contact FE—Fiscal Year End (June 30 <sup>th</sup> )	LA—Life of Asset PM—Permanent US—Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATION—ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>
<b>ADMINISTRATION—ATTENDANCE—Enrollment</b>	<b>3 yr</b>

attendance data	
<b>ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—</b> until canvassed and recorded in the minutes	<b>Not less than 8 months following election</b>
<b>ADMINISTRATION—BALLOTS FOR BOND ELECTIONS</b>	<p><b>a. Not less than 60 days after bonds have been delivered to purchaser</b></p> <p><b>b. Not less than 8 months following bond election</b></p>
<b>ADMINISTRATION—CONTRACTS AND LEASES</b>	<b>AC +6 yr</b>
<b>ADMINISTRATION—GENREAL CORRESPONDENCE</b>	<b>3 yr</b>
<b>ADMINISTRATION—DONATION/GIFT RECORDS</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—</b> AGENDA AND MINUTES: Official minutes and agenda of open meetings	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—</b> CLOSED: Certified agendas or tape recordings of closed meeting	<b>PM—Restricted Access</b>
<b>ADMINISTRATION—ORGANIZATION CHARTS:</b> Any documentation that shows program accountability	<b>PM</b>
<b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>	<b>AC +3 yr</b>
<b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>PM</b>
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>
<b>APPEAL AND REVIEW RECORDS—</b> 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.	<b>PM</b>
<b>BOARD MEMBER RECORDS—</b> 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.	<p><b>AC +3 yr</b></p> <p>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</p>
<b>BOARD RECORDS—</b> 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;	<b>PM</b>

exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	
<b>COMPUTER SYSTEMS—BACKUPS</b> —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	<b>US or 1 year</b>
<b>EQUIPMENT—HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	<b>LA +3 yr</b>
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	<b>LA</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AD +1 yr</b>
<b>FACILITIES OPERATIONS—APPRAISALS</b> — Building or property	<b>3 yr</b>
<b>FACILITIES OPERATIONS—BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC +2
<b>FACILITIES OPERATIONS—BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>
<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE +3 yr</b>
<b>FACILITY OPERATIONS—PROPERTY DISPOSAL RECORDS</b> —Documenting disposal of inventoried property	<b>PM</b>
<b>FACILITY OPERATIONS—PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> — Property logs	<b>US +3 yr</b>
<b>FACILITY OPERATIONS—SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>AC +2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner
<b>FACILITY OPERATIONS—SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>
<b>FACILITY OPERATIONS—UTILITY USAGE REPORTS</b>	<b>1 yr</b>
<b>FACILITY OPERATIONS—VEHICLE OPERATION LOGS</b>	<b>1yr</b>
<b>FISCAL—ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE +3 yr</b>
<b>FISCAL—ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>

<b>FISCAL—ANNUAL OPERATION BUDGETS</b>	<b>FE + 3 yr</b>
<b>FISCAL—APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request</b>	<b>FE + 3yr</b>
<b>FISCAL—FINAL AUDIT REPORTS</b>	<b>PM</b>
<b>FISCAL—BANK STATEMENTS</b>	<b>FE +3 yr</b>
<b>FISCAL—CANCELLED CHECKS— Stubs/Warrants/Drafts</b>	<b>FE +3yr</b>
<b>FISCAL—CAPITAL ASSET RECORDS</b>	<b>LA +3 yr</b>
<b>FISCAL—CASH RECORDS—Cash deposit slips; cash receipts log</b>	<b>FE +3 yr</b>
<b>FISCAL—DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property</b>	<b>PM</b>
<b>FISCAL—Detail chart of accounts—One for all accounts in use for a fiscal year</b>	<b>FE +3 yr</b>
<b>FISCAL—EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE +3 yr</b>
<b>FISCAL—EXPENDITURE VOUCHERS—Travel, payroll, etc.</b>	<b>FE +3 yr</b>
<b>FISCAL—EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.</b>	<b>FE +3 yr</b>
<b>FISCAL—FEDERAL TAX RECORDS—Includes FICA records</b>	<b>AC +4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
<b>FISCAL—FEDERAL FUNDING RECORDS—Title I; Chapter 2; Title VI-B</b>	<b>FE +5 yr</b> Or until all pending audits or reviews are completed
<b>FISCAL—FEDERAL—USDA</b>	<b>AC +3yr</b> AC=submission of final expenditure
<b>FISCAL—GENRAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE +3 yr</b>
<b>FISCAL—GRANTS—State and Federal</b>	<b>AC +3 yr</b> 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
<b>FISCAL—INSURANCE CLAIM FILES</b>	<b>AC +3 yr</b> AC=Resolution of claim
<b>FISCAL—INSURANCE POLICIES—all types</b>	<b>AC +5yr</b> AC=expiration or termination of policy according to its terms
<b>FISCAL—LONG-TERM LIABILITY RECORDS—</b>	<b>AC +4 yr</b>

Bonds, etc.	AC=retirement of debt
<b>FISCAL</b> —RECEIPTS JOURNAL OR REGISTER	<b>FE +3 yr</b>
<b>FISCAL</b> —RECONCILIATIONS	<b>FE +3yr</b>
<b>FISCAL</b> —REIMBURSABLE ACTIVITIES—Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE +3 yr</b>
<b>FISCAL</b> —RETURNED CHECKS—Uncollectable warrants or drafts	<b>AC +3 yr</b> AC=After deemed uncollectible
<b>FISCAL</b> —SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3yr</b>
<b>LEGAL</b> —LITIGATION FILES--	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>LEGAL</b> —OPEN RECORDS REQUESTS—Documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>
<b>LEGAL</b> —OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>
<b>PERSONNEL</b> —ACCUMULATED LEAVE ADJUSTMENT REQUEST—Use to create and adjust employee leave balances	<b>FE +3 yr</b>
<b>PERSONNEL</b> —APPLICATIONS FOR EMPLOYMENT—HIRED—Applications, resumes, etc. required by employment advertisement	<b>AC +2 yr</b> AC=Date position is filled
<b>PERSONNEL</b> —BENEFIT PLANS	<b>US +1 yr</b>
<b>PERSONNEL</b> —COMPLAINT RECORDS—Complaints received and records documenting their resolution	<b>FE +3 YR</b> Caution: If a complaint becomes the subject of litigation, it is subject to a longer retention period
<b>PERSONNEL</b> —CORRECTIVE ACTION—those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC +3 yr</b> 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.

<b>PERSONNEL—DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC +3 yr</b> AC=Termination of employment
<b>PERSONNEL—EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements	<b>AC +3 yr</b> AC= Termination of employment
<b>PERSONNEL—EMPLOYEE BENEFITS</b> —Documents relating to selection of benefits other than insurance	<b>US</b>
<b>PERSONNEL—EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC +3 yr</b> AC=Termination of counseling
<b>PERSONNEL—EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —Documents relating to all deductions of Pay	<b>AC + 3yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
<b>PERSONNEL—EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>
<b>PERSONNEL—EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US</b>
<b>PERSONNEL—EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC +3 yr</b> AC=Termination of employment
<b>PERSONNEL—EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>
<b>PERSONNEL—EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>
<b>PERSONNEL—EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>AC +4 yr</b> AC=Termination of employment, with a minimum of 4 years
<b>PERSONNEL—EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks
<b>PERSONNEL—FORMER EMPLOYEE VERIFICATION RECORDS</b> —Minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>
<b>PERSONNEL—GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC +6 YR</b> AC=final decision on the grievance
<b>PERSONNEL—HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —Criminal history record information on job applications	<b>AC +1 yr</b> AC=After hiring decision made
<b>PERSONNEL—JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US +3 yr</b>

<b>PERSONNEL—LEAVE STATUS REPORT—</b> Cumulative report for each pay cycle showing leave status	<b>FE +3 yr</b>
<b>PERSONNEL—LIABILITY RELEASE FORM—</b> Statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>
<b>PERSONNEL—LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>
<b>PERSONNEL—OVERTIVE AUTHORIZATION &amp; SCHEDULE</b>	<b>2yr</b>
<b>PERSONNEL—PAYROLL—DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>
<b>PERSONNEL—PAYROLL-INCOME ADJUSTMENT AUTHORIZATION—</b> Used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>
<b>PERSONNEL—PERFORMANCE APPRAISAL</b>	<b>2yr</b>
<b>PERSONNEL—PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>
<b>PERSONNEL—PERSI RECORD OF HOURS WORKED—</b> Irregular help, half-time or greater	<b>Date of hire +50 yr</b>
<b>PERSONNEL—PERSI TERMINATION RECORD</b>	<b>6 yr</b>
<b>PERSONNEL—PERSONNEL INFORMATION—</b> Documents that officially change pay, titles, benefits, etc.	<b>2 yr</b>
<b>PERSONNEL--POLICY AND PROCEDURES MANUAL—</b> any manual, etc. that establishes standard employment procedures	<b>PM</b>
<b>PERSONNEL—RESUME-UNSOLICITED</b>	<b>1yr</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> –Requests submitted, approvals, number of hours transferred in and out, etc.	<b>FE +3 yr</b>
<b>PERSONNEL—TIME CARD AND TIME SHEET</b>	<b>3 yr</b>
<b>PERSONNEL—TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE +3 yr</b>
<b>PERSONNEL—TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—</b> Records documenting training, testing or continued education	<b>AC +3yr</b> AC=Termination of employment
<b>PERSONNEL—UNEMPLOYMENT CLAIM RECORD</b>	<b>3yr</b>
<b>PERSONNEL—UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC +3 yr</b>
<b>PERSONNEL—W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>
<b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>	<b>AC +10yr</b> AC=Expiration of policy
<b>PROCUREMENT—PERFORMANCE BOND—</b> Bonds posted by individuals or entities under contract with District	<b>PM</b>
<b>PROCUREMENT—PURCHASING LOG—</b> Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE +3 yr</b>

<b>PROCUREMENT—BID DOCUMENTATION—</b> Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	<b>FE +3 yr</b> 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.
<b>RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS</b>	<b>PM</b>
<b>SAFETY—ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18
<b>SAFETY—DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>
<b>SAFETY—EVACUATION PLANS</b>	<b>PM</b>
<b>SAFETY—FIRE ORDERS—</b> Issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC +3 yr</b> AC=Deficiency corrected
<b>SAFETY—HAZARDOUS MATERIALS DISPOSAL RECORDS—</b> 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).	<b>PM</b>
<b>SAFETY—INCIDENT REPORTS—</b> Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
<b>SAFETY—INSPECTION RECORDS—</b> Fire, safety, and other inspection records of facilities and equipment	<b>AC +3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
<b>SAFETY—MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>
<b>SAFETY—WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>
<b>STUDENTS—EDUCATION RECORDS—</b> Student's name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>
<b>STUDENTS—SPECIAL EDUCATION RECORDS—</b> Educational records, including eligibility documentation and IEPs	<b>FE +5yr</b>
<b>VEHICLE—INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA +1 yr</b>
<b>VEHICLE—TITLE AND REGISTRATION</b>	<b>1 yr</b>
<b>VOLUNTEER RECORDS—</b> Records may include	<b>AC +3 yr</b>

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=End of term of volunteer or intern
<b>WEBSITE/WEB PAGES—INTERNET/INTRANET—</b> System development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>

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:

## **NONINSTRUCTIONAL OPERATIONS**

**8800**

### Drones

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/](https://www.faa.gov/uas/getting_started/)

#### Policy History:

Adopted on: October 10, 2018

Revised on:

