

	NAME OF POLICY	POLICY #				Cross Ref	DESCRIPTION	SEARCH TERMS
		Current	New	Cross Ref	ISBA			
<b>100 SERIES - BOARD OF EDUCATION</b>								
	Philosophy	100.00	100.00				Philosophy of educational program	respect, educational program
	School District Trustee Zones	201.25	110.00				Description of Zones	zones
	Board of Trustee	201.21	120.00		1210	1110	Description of Board	members, terms, zones, elections
	Candidate Edification	201.40	124.00		1110/1110P	1110		
	District Planning	202.00	130.00		1315	1645, 4130	Continuous Improvement Plan	monitoring, vision, mission, Curriculum Improvement Plan
	Code of Conduct: School Trustees	102.50	140.00		1600		Commitment and goals of Board	goals
	Conflict of Interest	201.30	142.00		1610		Compensations Board cannot accept nor spouses employed by District. Cannot vote when relative is involved	reward, spouse employment, bribes,
	Trustee Spouse Employment	201.35	144.00		1615		Regulations on spouse being employed by District	spouse employment
	Policy Formation	203.13	150.00		1300		Guidelines for establishing new policies	policies, policy manual, draft policies
	Policy Revision	203.20	152.00		1300		Guidelines for Board changing or amending policies.	policies, policy manual, draft policies
	Board of Trustee Travel	206.14	160.00		1420	7430	Expenses that will be covered when attending conferences, etc.	board expenses, travel, conferences, meals
	Authorization of Signatures	210.00	164.00		1260		authorization for purchase orders, invoice, checks	
	Board Meetings	204.01	170.00		1200		Description of the different types of Board meetings.	regular, special budget, work sessions, executive session, agenda, annual meetings, quorum
	Advertising Regular Trustee Meeting	204.61	172.00		1500		Requirements for dates prior to meetings	posting of board meetings, times, places
	Board Meeting Agenda	204.90	174.00		1510		Protocol for Board meetings	agenda
	Public Participation in Board Meetings	204.02F	176.00		4105		guidelines for patrons/staff would like to address the board	public, meetings, board, patrons, speaking
	Public Participation in Board Meetings Form	204.02	176.00F		4105		Patrons are allowed to speak to the Board when filling out form 204.02F with a three minute limit	comments to board, speak to board
<b>200 SERIES - INSTRUCTION</b>								
	Curriculum and Instruction	602.81	200.00		2100	20002800	Curriculum and how it is chosen by the District	curriculum, materials, instruction
	District Testing	605.29	204.00		2120		Testing materials used, grades tested	testing, district, students
	District Calendar Committee	600.00	210.00		2200		When the committee meets to submit the calendar for following year.	days, calendar, district
	K-3 Reading Intervention	604.00	220.00		2125		Reading intervention program used by the District.	reading, kindergarten, first, second, third, intervention,
	English Learners Program	604.10	222.00		2385	4160	This will be updated	English, language, education,
	Multi-Tiered System of Support (MTSS) Framework	608.00	224.00				Description of multi tiered system suppose and RTI in the District.	MTSS, system, support, intervention
	Idaho Digital Learning Academy IDLA Classes	602.71	226.00		2395	3240/3240P		online, computer, classes
	Driver Training Education	502.50	228.00		2325	3440	driver's education	drivers education
	Public and Political Activities Involving Students	503.74	230.00		3225		guidelines for students in political groups	politics, clubs, groups, students
	Field Trips	603.31	234.00		2550		Types of field trips suggested to attend.	trips, student, field trips, permission
	Field Trip Form		234.00F					student, trips, field trips, form
	Education of Migratory Children		236.00					migrant, students
	Instructional Materials Selection	603.55	240.00		2530	4120	Selection of how textbooks and materials are selected.	curriculum, instructional, materials, books
	Responsibility for Selection of District Textbooks	603.53	242.00		2540		Selection of textbooks in the District	text books, curriculum
	Libraries	602.91	250.00		2500	2530/4120	Libraries allowing students to enhance learning	library, books, checkout
	Library Materials Selection	603.57	250.20		2500	2530/4120	Description of how materials are selected	library, books, materials
	Class Examinations	605.23	260.00				Students grade as part of class examinations.	tests, class, exams, students
	Promotion and Retention	605.33	270.00		2600		Explanation of students/provisions of being retained or promoted.	promotion, retention, students
	Middle School Credits	605.40	272.00		2605	2600/3050	Requirements of credits for middle school	credits, middle school
	Transfer of Student Credits from Non-Accredited Institutions and/or Home Schools	607.00	274.00				credits students may receive when transferring from non-accredited or home schools	student, credits, non-accredited, transfer
	Advanced Opportunities	605.50	276.00		2435		Opportunities students have under the new guidelines for advanced opportunities/college credits.	dual credits, students, advanced opportunities, college credits
	Graduation requirements	601.00	280.00		2700	2700P	Requirements needed to graduate.	graduation, credits, requirements, students
	Senior Project	601.50	282.00				Requirements for the senior project.	seniors, graduation, requirements, students
	Early High School Graduation	605.43	286.00		2700P		Requirements if a students wants to graduate early, walk with class.	early graduation, graduation, students
	Alternative Graduation Plan: Minico High School and Mt. Harrison High School	606.00	288.00		2700P		Requirements or plan for a student who isn't graduating and meeting credits.	alternative graduation, Mt. Harrison, GED
<b>300 SERIES - STUDENT</b>								
	Equal Education, Nondiscrimination and Sex Equity	502.00	300.00		3280		equal education and non discrimination of sex	sex discrimination
	Freedom of Speech and Expression	508.00	300.20		3200		rights to express concern or viewpoints	freedom of speech, freedom of speech
	Open Enrollment	501.34	302.00		3010		Open Enrollment Guidelines	open enrollment
	Dual Enrollment	501.33	304.00		3030		Dual Enrollment for students	dual enrollment
	Transfer of Students	501.52	306.00		3000	3060	transfer of records	records transfers, requesting records
	Admission of Special Education Students	602.54	308.00		2410	3210		
	School Age	501.00	310.00		3070	3000/3060/4160	Age student can enter school	school age, age to enter school, cut off date to enter school
	Minidoka Student Scholarship Fund	502.60	312.00				This is unavailable due to funding	no funding for this
	Attendance	501.12	320.00		3050	3040	Attendance for students	amount of school missed, attendance, student absences
	Attendance Zones	203.60	324.00				Establish attendance zones to govern student populations at each school or better manage transportation, reviewed annually, residence of student is legal guardian, open enrollment.	attendance area, boundaries
	Homeless Education	501.66	326.00		3060	3210/4160	homeless guidelines for students	homeless students, rights of homeless students
	Homeless Education Form		326.00F				homeless guidelines for students	homeless students, rights of homeless students
	Homeless Education Procedure	501.66P	326.00P		3060	3210/4160	procedure to identify homeless students	homeless students, enrollment of homeless students
	Photography	1004.22	332.00				photographing of students by a photographer	photos, students
	Insurance :Student	504.83	334.00				student insurance	insurance, student
	Publications	503.32	336.00		3240		guidelines for publishing in newspaper, yearbooks and other pre-approved material.	newspapers, yearbooks
	504 Students	504.00	338.00		2410	3210	Guidelines for 504 students	504, disabled, student Rehabilitation Act ADA procedures, 504, students, ADA, Rehabilitation Act
	504 Students Procedure	504.00P	338.00P		2410	3210	Procedure for 504 students	
	Incident Management System Reporting	504.75	340.05				reporting disciplinary events	disciplinary, fighting, truancies, vandalism, arson, sexual offenses, use of drugs, weapons

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NAME OF POLICY	POLICY #				Cross Ref	DESCRIPTION	SEARCH TERMS
	Current	New	Cross Ref	ISBA			
Incident Management System Reporting Procedure	504.75P	340.05P				Procedure for incident management	procedure, students, incidents
Detention	502.21	340.10		3350		Provisions and utilization of detention	detention
Suspension	502.22	340.20		3340	3360	Definitions and grounds for suspension	suspension
Expulsion	502.25	340.30		3340	3360	Guidelines for expulsion of students	expulsion
Student Searches	502.61	340.40		3370		process to follow when searching students' belongings	student, searches, possessions, lockers, backpacks
Use of Restraint, Seclusion and Aversive Techniques for Students	502.20	340.50		3345	3360	Guidelines for students who are disruptive.	retraining, disruptive, students, seclusion, techniques of discipline
Use of Restraint, Seclusion and Aversive Techniques for Students Form	502.20	340.50F		3345	3360	Form for students who are disruptive.	retraining, disruptive, students, seclusion, techniques of discipline, form
Control of Dangerous and Anti-Social Behavior	502.18	340.60		3380		Actions taken for dangerous or socially detrimental actions of students.	dangerous, anti-social behavior, detrimental
Assault, Battery and Corporal Punishment	626.10	342.00		3340			
Theft or Destruction of School Property	502.17	342.10				Guidelines as to handle theft or destruction of school property	theft, vandalism, destruction, school property
Student Drug Alcohol and Tobacco Use	502.30	342.20		3320	3370	Definitions, enforcement of drugs, alcohol and tobacco	drugs, alcohol, tobacco, law enforcement
Voluntary Drug Testing for Students	503.65	342.30		3400		Voluntary Drug testing	voluntary, drugs, testing,
Standard of Dress: Students	507.98	344.00		3255		clothing to be worn by students	dress code, dress, tight clothing, gang attire, bandannas, chains, guides of
Contract Tuition	802.21	346.00				tuition fees from home district	tuition, home, district
Musical Instruments	1004.91	348.00				responsibility of parent to provide instruments	music, instruments
Intramural Activities	503.51	350.00		3380		guidelines for intramural activities	intramural, activities
Interscholastic Activities	503.61	352.00		2360	3510	guidelines for interscholastic activities	interscholastic, activities, athletics Idaho High School Activities Association
Athletic Physical Examinations	503.62	352.10					
Student Athlete Drug Testing	503.64	342.40		3400		Guidelines for athletic drug testing	drugs, testing, athletics,
Secondary School Clubs	503.82	354.00		3225		professional technical clubs, sport clubs, academic clubs	professional, technical, clubs, sport, academic
Participation by School Groups in Public Events	1005.15	354.50		3225		provision of school sponsored groups to participate in local events	local events, performance, students
Student Body Activity Funds	505.22	356.00		7260		How activity funds will be administered and accounted for	student body, activity funds, money
Student Activities Fundraising	505.30	356.40		3420		guidelines for fundraising	fundraising
Exchange Programs, Public Performances and Exhibitions	1005.12	358.00		3090		provisions for students to perform	performances, programs
Electronic Services for Students	502.97	360.00		3270	2326/3330	internet usage for students	internet, computer use, research, computers
Electronic Services for Students	502.97A	360.00A		3270	2326/3330	District Appropriate Use Handbook	handbook, computer, internet
Electronic Services for Students	502.97F	360.00F		3270	2326/3330	form for students to use internet	internet, computer, form
Student Use of Personal Electronic Communication Devices	503.00	362.00		3260	3260F/3265/3270	student use of electronic communication devices	electronic, communication, devices, ECD, phones, pagers
Travel: Student Clubs or Groups	716.10	378.40		8105	3350/8100/8100F	Guidelines for students who are traveling with activities.	students, clubs, travel
Consent for Medical Treatment	504.12	370.00		3540		consent for medical treatment in athletics	medical, treatment, athletics, parental consent
Administering Medication	504.17	370.20		3510		guidelines for administering medication to students	medication, students, self-administration of medicine
Administering Medication	504.17F	370.20F		3510		form to be signed to administer meds	medication, parent, permission, form, students
Epinephrine Administration	504.18	370.24		3510		administering epinephrine	epi pens, epinephrine
AIDS-HIV Students	504.22	370.30		3520		Student guides with AID HIV	AIDs, HIV
First Aid	504.32	370.40				first aid guidelines	fir aid
Student Accidents	504.33	370.50				accident report forms filled out	student, accidents
Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	502.10	372.00		3295	3330/5265	Describes expectations of district with bullying, harassment, intimidation and describes the discipline	hazing, harassment, intimidation, bullying
Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	502.10F	372.00F		3290	3330/5265	Form if being bullied or harassed, intimidated, or discriminated against	hazing, harassment, intimidation, bullying
Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	502.10P	372.00P		3295	3330/5265	Procedure for bullying or harassment	bullying, harassment
Suicide Prevention	506.00	372.50		3530		guidelines to present, assess the risk of or intervene in suicide	suicide
Relationship Abuse and Sexual Assault Prevention and Response	502.12	374.00		3285		Steps Board takes to prevent and how to respond relationship abuse or sexual assault of students	sexual, abuse, assault, relationships
Relationship Abuse and Sexual Assault Prevention and Response	502.12P	374.00P		3285		Procedure followed in regards to sexual assault	sexual, assaults
Sexual Harassment	502.13	376.00			3285	Definitions procedures and investigation procedures of sexual harassment	procedures, sexual, harassment, investigations
Juvenile Sex Offenders	507.00	376.50		3365		Guidelines when notified of registered sex offender	sex offender
Student Travel	502.47	378.00				guides to follow on student trips	field trips, student, travel
Field Trip Permission Form	502.47F	378.00F				form for field trips	forms, field trips
Transportation: Supervision of Students	503.97	378.20				Bus rules and suspension procedures from bus	bus, suspension off bus, bus stops,
Student Records	501.40	380.00		3575		data storage of student information	student data storage, data security of student records
Student Permanent Record	501.44	380.05		3570	3575/4260	permanent record guidelines and accessibility	permanent records, what is in permanent records
Student Emergency Information	505.13	380.10				entering student emergency info	emergency, legal guardian
Disclosure of Directory Information	505.15	380.20		3575		what will be given to District approved agencies	directory, information, disclosure, military
Disclosure of Directory Information Form		380.20F					directory, information, disclosure, student, form
Student and Family Privacy Rights	501.50	382.00		3570	2140/3200/7520/	student surveys requesting information	student surveys, requesting student information
Students of Separated or Divorced Parents	503.40	382.50		3580		parents rights if divorced or separated	divorce, separated, parental rights, custody, school, records, conferences
Service Animals in Schools: Students	515.00	370.60					
Student Privacy Rights	501.50	384.00					
Student Data Privacy and Security	501.45	384.10					
Health Records	504.14	386.00		3570		student health records	student, health, records
Student Immunization	501.13	386.20		3525		Student immunizations	immunizations
Student Immunization Exemption	501.13F	386.40		3525		Immunizations Exemption Form	immunization exemptions
Communicable Diseases	501.15	386.60		3520		List of communicable diseases	communicable diseases
Confidentiality of Health and Welfare Information	504.15	384.50		3570	3575	Personnel and health records confidentiality	confidentiality, health, welfare
Student Discipline		390.00					discipline, students
Corrective Actions and Punishment		390.20					student, punishment, actions
<b>400 SERIES - COMMUNITY RELATIONS</b>							
School Community Guiding Principles	1000.01	400.00				provisions for continuous programs in the community	programs, media, community

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NAME OF POLICY	POLICY #				Cross Ref	DESCRIPTION	SEARCH TERMS
	Current	New	Cross Ref	ISBA			
Complaints Concerning District Employees	1003.32	410.00		4120		Guidelines for public to file a complaint against a district employee	complaints, district employee,
Distribution of Informational Materials	1005.36	412.00		3250	3430	guidelines for information to be distributed and posted	information materials, materials, distributions, postings
Distribution of Informational Materials Form	1005.36F	412F.00		3250	4240	Form to distribute materials	form, distribute materials, postings
Statements to the Media	1000.25	422.00				statements to the media	media, spokesperson
Media Representatives	1000.26	422.50				informing the media, media visits	media, public visits, reporters
Public Access to District Records	1001.00	424.00		4260	3570/4130/8605	Designated custodians of records and records available to the public. Records exempt for disclosure.	records, public records, former employee, retired employee
Public Access to District Records form	1001.00F	424.00F		4260	3570/4130/8605	Request for public records	public records, form
Public Access to District Website	1001.20	424.50		4130	4260/8605	website for public information	website, District
Website Accessibility and Non-Discrimination		424.70					website, district, Non-discrimination
Community Patron Visits to the Schools	1003.72	426.00		4140	4320/4420	Public visits to schools, checking in procedure	volunteers, visitors, parent visits
Sex Offenders	1008.03	428.00		4420		visitors to and conduct on school property	sex offenders
Relationships Between School and Law Enforcement	1003.13	430.00		4400	3545/4320/4410/5260	relationship between school and law enforcement provisions. Questioning student guidelines	interrogation, student, law enforcement, police,
Parental Rights	104.00	440.00		2425	2340/2420/4105F	Objection to child's participation in adopted curriculum, practices, policies, procedures.	curriculum, procedures
Parent Teacher Organizations Booster	1005.17	440.50		4200		parent teacher organizations, booster club guidelines	booster club, PTA, parent clubs
Parent Involvement	1002.00P	442.00		4300-4320		Title 1 Parent involvement guidelines, roles and responsibilities	Title 1, Par 1 programs, ESEA, Parent Patron Advisory Team
Parent Involvement Procedure	1002.00P	442.00P					
Volunteers	1008.00	450.00		4600		Procedure as to what has to be done to be a volunteer	volunteers, fingerprints
Volunteers application	1008.00F	450.00F		4600		Form to volunteer	form, volunteers
Parents Right To Know Notices		464.00					parents, rights, notices
Use of School Facilities	1004.12	480.00		4210		Guidelines for groups using any district facilities	building use, facilities use, groups, renting, fields, clubs
Use of School Facilities F1	1004.12F1	480.00F1		4210		Form to use facilities in District	form, facilities use, building use
Use of School Facilities F2	1004.12F2	480.00F2		4210		Rights and Responsibilities when using buildings	liability, indemnity agreement, rights, responsibilities
Use of School Facilities P	1004.12P	480.00P		4210		Procedure for using buildings	procedure, use of facilities, use of buildings
District of School Operated Social Media		490.00					media, social, network, students
<b>500 SERIES - PERSONNEL</b>							
Personnel Code of Ethics: Classified & Administrative	102.00	500.00		5280		Basted on State Code of Ethics	ethics, professional conduct, relationships, alcohol, drugs, confidentiality, breach of contract
Personnel Code of Ethics: Classified & Administrative - Procedure	102.00P	500P.00		5280		Procedure, code, ethics, teachers	procedure, code, ethics
Personnel Conduct		500.10					personnel, code, conduct, professionalism
Equal Opportunity Employment Non-Discrimination and Delivery of Services	400.04	500.20		5120	5250/5100	Discrimination laws both U.S. and Idaho	age, disabilities, immigration, rehabilitation, gender, religion
Non-Discrimination on Basis of Disability	103.00	500.25		5120	5250/5100/5110/5	American Disabilities Act,	discrimination, disability
Job Description	401.12	500.30		5205	5500	Outline of job description, when updated, where it is located	job description
Identification Cards	402.53	500.40				Employee identification badges	employee badges
Employee Arrest or Conviction	402.40	500.50				Procedures when and employee is arrested or convicted	arrest, convicted, crimes
AIDS.HIV Employees	413.23	500.60		5610	4260/5205/5100/5	Provisions for employees testing positive for AIDs or HIV	AIDS, HIV, employees who have AIDS, employees who have HIV, protection of someone with AIDs
Informal Review	402.34	502.00		5107	5105	Idaho Code 33-515/515A Process and procedure to be followed when employee requests an informal review	informal review, Idaho Code 33-515, Idaho Code 33-515A
Negotiations Representation	400.50	505.00		5295		Guidelines union and District must follow with regards to negotiations.	union, negotiations
Insurance Committee	807.30	505.10				Insurance committee for benefits, health, negotiations	insurance, health insurance, life insurance, benefits
Personnel Hiring Process/Criteria	400.00	510.00		5100	5250/5100/5110/5	Guidelines for hiring staff	certifications, endorsements, grade point, veterans, vacancies, application procedures, screening,
Criminal History Checks for Employees, Substitutes, Volunteers and Contractors	402.38	510.50		5110		Requirements for background checks, fingerprinting	background checks, fingerprinting, volunteers, substitutes
Independent Contractor or Employee	811.97	510.70				independent contractor provisions	independent, contractor
Supervision of Relatives	402.32	510.80				Purpose and Philosophy of District when it comes to supervision of relatives	supervising relatives
Employee Use of Social Media and Employee-Student Relations	402.95	520.00		5325	5335/3270P	Guidelines for employees using social media	Facebook, Twitter, Snap chat, social media
Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying	400.55	522.00		5265	3295/3295P/3330	Description of bullying and harassment of students and what staff responsibility is.	bullying, harassment, intimidation
Drugs, Alcohol and Tobacco (Employees)	413.11	524.00		5320		The District is a drug free zone.	drugs, alcohol, penalty for being on drugs, penalty of alcohol, drug testing, tobacco
Employee Drug, Controlled Substance and Alcohol Testing	413.15	524.00P		5320P		Testing of employees for the District for drugs, alcohol, controlled substances	drug testing, who is tested for drugs, what happens when an employee is caught with drugs, alcohol, controlled substance
Sexual Harassment	413.31	526.00		5240	5250	Definition and provisions of employees who are victims or who initiate harassment	sexual harassment, reporting sexual harassment
Child Abuse Reporting	504.16	528.00		5230		reporting of child abuse	child, abuse, reporting, neglect
Child Abuse Reporting Form	504.16F	528.00F		5260		form to report child abuse	child, abuse, reporting, form
Electronic Services for Employees	402.97	530.00		5330	5290/5325	Guidelines for internet access for employees and curriculum	internet usage, internet used for curriculum, acceptable uses of network, unacceptable uses of network
Electronic Services for Employees	402.97A	530.00A		5330		Electronic Services District Appropriate Handbook	electronic services handbook, electronic services
Electronic Services for Employees Form	402.97F	530.00F		5330		Employee Appropriate Use Agreement	employee appropriate use form
Cellular Phones	809.97	532.00				guidelines for cell phone usage	cell phones, phones
Staff Dress Code	413.17	534.00		5360		Dress code for employees	dress code
Public Office	405.51	536.00				Provisions for employees in public office	campaign activities, public office
Service Animals in Schools - Staff	415.00	538.00		2375		Service animals in schools	service animals
Employee Benefits Eligibility	408.15	540.00		5430		Benefits for employees	hours for benefits, benefits
Salary Authorization	810.97	542.00		5110		payroll authorization of employees	payroll, employees, rehire
Worker's Compensation	807.13	542.10		5460		Workers compensation law	workers comp, comp
Personnel Files	400.01	542.20		5500		Guidelines what is in personnel files	contracts, evaluations, reprimands, reference check, in-service credits, transcripts

NAME OF POLICY	POLICY #				Cross Ref	DESCRIPTION	SEARCH TERMS
	Current	New	Cross Ref	ISBA			
Classified Salary for Summer and Before/After School	403.93	542.40				Wages for summer before/after school classified employees	summer school wages for classified, before school wages for classified, after school wages for classified
Employee Tuition Reimbursement	807.40	542.60				tuitions reimbursement guidelines for classified and certified	tuition, reimbursement, Title IIA
Employee Tuition Reimbursement Form	807.40F	542.60F				Form for Title IIA Professional Development Education Plan	Title IIA, professional development tuition, reimbursement,
Leadership Premiums	403.90	542.70		5480		Leadership premium compensation to reward teachers for serving in a leadership capacity in their school.	stipends, leadership stipends, premiums
Extra Duty Pay	402.52	542.80		5810		Provisions for recommendation of extra duty pay.	extra duty pay, additional compensation
Criteria for Initial Placement on Stipend Schedule	402.10	542.85		5340		Provisions for stipends	stipends
Vacation - Full Time Classified Personnel	408.51	542.90		5450		Guidelines for full time employees for vacation	vacation, full time employees vacation, days of vacation
Personal Leave	404.10	544.00		5400		Description and procedure for requesting personal leave	personal leave
Sick Leave	404.14	544.10		5400		Definitions of sick leave and hours received Idaho Code 33-1216 (a)	classified sick leave, certified sick leave,
Certificated Sick Leave Bank	402.91	544.15				Requirements for employees requesting leave from the sick leave bank	sick leave bank, requirements of sick leave bank, donating to sick leave bank
Family Medical Leave Act of 1993	404.15	544.20		5410		FMLA Guidelines	FMLA, family medical leave
Bereavement Leave	404.23	544.30		5400		Guidelines for bereavement leave	bereavement leave
Professional Leave	404.51	544.40		5400		Guidelines for staff going on professional leave	professional leave
Activity/Curriculum Development Leave	417.98	544.45		5400		Activity and Curriculum leave for certified	activity leave, curriculum leave
Military Reserve and National Guard Duty	404.71	544.50		5470		Notifying administrator when needing leave for the military	military leave, military duty, active duty, reserve duty
Unpaid Leave of Absence	404.94	544.60		5400		Guidelines and number of days for requesting unpaid leave	unpaid leave, leave of absence
Involuntary Leave of Absence	404.95	544.70				Guidelines for putting an employee of Involuntary Leave	Involuntary, Leave of Absence, Administrative Leave
Jury Duty	410.60	544.90		5412		Jury duty guidelines for employees	jury duty, pay for jury duty
Staff Travel	405.21	546.00		7430		Describes what is classified as in-radius and out-of-radius travel	staff travel, reimbursements, travel, in-radius travel, out-of-radius travel, leave forms
Staff Travel Procedure	405.21P	546.00P		5290A1-2		Procedure staff follows when requesting travel	staff travel, travel
Staff Travel Forms	405.21F	546.00F		7430		Staff Travel Forms	staff travel forms
Travel-Extended out of Radius	702.47	548.00				travel for students who are out of radius and approval.	travel, out of area, out of radius, staff, students
Substitute-Exempt and Non-Exempt Salary Information	406.21	550.00		5110		Certified and classified substituting rate of pay	substitute pay, classified substitute pay, certified substitute pay
Substitutes-Preparations for Substitute Teachers	406.22	552.00		5110		Prep time and teacher information on class for substitute teachers	prep time for subs, sub prep time
Substitutes - Subbing for Classified Positions Pay	406.23	554.00		5110		Classified sub pay	classified sub pay, bus driver substitutes
Substitute	406.25	556.00		8110		Substitute Leave Request	request for sub
Substitutes - Subbing for Certificated Positions Pay	406.26	558.00		8110		substitute pay for certified positions	certified sub pay
Employee Injury/Accident Treatment	413.53	560.00				On the job injuries procedure	worker comp, on the job injury, treatment for employee injury
Employee Accident Report	413.43	560.50		5460		Accident reporting of an employee	employee accident, accident, reporting an accident
Employee Recognition	405.70	570.00				Nomination and requirements for a staff member to be recognized as employee of the year	employee of the year, classified employee of the year, administrator of the year
Employee Recognition Form	405.70F	570.00F				Form for employee recognition	employee recognition form
Retirement Recognition	403.10	572.00				Guidelines and bonus of employees retiring	retiring bonus, retirement, years of service
Teacher Responsibility	405.16	580.00				Describes what the teacher is responsible for in his/her classroom	attendance, work hours, discipline, fire drills, evacuation drills, record keeping, planning, decorum, student errands
Teacher's Provisions of Employment	402.36	580.50		5440		Gridlines for salaries, certification and stipends	salary, certification, credits, stipends, contracts
Certification	401.31	582.00				Provisions of certification	certification
Instructional Preparation Time	405.00	584.00				Prep time given to teachers	prep time, instruction preparation time
Grievance Procedure for Certificated Employees	418.00	586.00		5250		Grievance procedure for certified staff	grievance procedure, certified grievance, grievance levels
Assignment and Transfer	402.30	588.00		5220	6100/6100P	Provisions for assignment and transfer of personnel	transfers, assignment of jobs
Reduction in Force	401.98	588.50		5740		Idaho Code 33-522A guidelines when reduction in force is needed	reduction in force, lay offs, elimination of job, voluntary retirement, voluntary resignations, transfers
Reduction in Force Form	401.98F	588.50F				Teacher Profile Rubric	criteria, rubric
Grievance Procedure for Classified Employees	408.71	590.50		5800		Grievance procedure for classified employees	grievance, how to file a grievance, levels of grievance procedure
Classified Supervision Procedures	408.72	590.00		5800		Guidelines for classified employees regarding expectations of job.	classified job expectations, discipline of classified employees, procedures for dismissal of classified employees
Custodial Considerations	408.22	592.00				Responsibilities of custodians	head custodian, custodial training, custodial job description
Classified Staff Payroll	403.95	594.00				Timesheets and compensation time for classified employees	timesheets, classified payroll, substitute timesheets, transportation timesheets, payroll deadlines
Overtime: Classified Personnel	408.25	596.00		5810		Overtime provisions for classified	classified overtime, compensation classified overtime
Classified Sick Leave Bank	410.15	598.00				Requirements to ask for additional sick leave for classified employees	sick leave bank, requirements for sick leave bank, donate time to sick leave bank
<b>600 SERIES - ADMINISTRATION</b>							
District Organization Plan and Authority Flow Chart	201.02	600.00		6200		Organization Chart	management, authority
District Organization Plan and Authority Flow Chart	201.02A	600.00A		6200			
Superintendent	301.20	602.00		6100	1315	Duties and authorities act on behalf of Board.	superintendent contract, salary, evaluation, compensation, benefits
Administrative Selection Procedures	300.03	606.00		6320	3600	Responsibility of Board to select superintendent, superintendent will recommend application to board to fill administrative vacancies below him/her, board will interview finalists for each admin position.	superintendent selection
Chain of Command and Emergency communications	301.50	610.00		6300		In absence of Superintendent, the chain of command will be Assistant Superintendent, Special Ed Director, TLC Principal.	chain of command, emergencies
Administrative Meetings	305.00	620.00				Cabinet meetings will be held monthly with department heads and administrators.	cabinet meeting
Administrative Advisory Meetings	306.17	622.00				Communication link maintained between teachers and school district administration, will arrange for monthly meetings between designated members of DSC admin team and executive officers of the MCEA, classified voice .	advisory meetings
School Boundaries	203.61	630.00				Boundaries established by school population.	boundaries, school zones

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NAME OF POLICY	POLICY #				Cross Ref	DESCRIPTION	SEARCH TERMS
	Current	New	Cross Ref	ISBA			
Athletic Programs	503.66	636.00				provisions and guidelines of sports in schools	coach, practice time, athletic programs
Minico High School Colors	503.68	638.00				Minico school colors	colors, Minico
District Performance Evaluation Program		640.00				District Performance Evaluation Program Summary	
Evaluation of Administrators	302.00	650.00		6320	6400	Contains all evaluations of staff and administrators	evaluations, parent, administrator, staff
Administrator Evaluation Form	302.00a	650.00a		6320	6400	Evaluation form	evaluation, administrator
Staff Perceptions of Admin	302.00b	650.00b		6320	6400	Survey	staff, perceptions, evaluations, teacher
Parent Patron Perceptions	302.00c	650.00c		6400	6400	Survey	parent, evaluations, perceptions, patron
Spanish Parent Patron Perceptions	302.00cs	650.00cs		6400		Survey	Spanish, parent, evaluations, perceptions, patrons
ISLLC Multi-dimensional Principals	302.00d	650.00d		6320		Form - To Be Deleted	ISLLC, Multi-Dimensional
Administrator Self Assess	302.00e	650.00e		6320	6300	Survey	self-assessment, administrator
Staff Perceptions of Supervisor	302.00f	650.00f		6320		Survey	Staff perception, supervisor, evaluation
SP Staff Perceptions of Supervisor	302.00fs	650.00fs		6320		Survey	Spanish, staff perceptions, Supervisor, evaluation
Evaluation of Certificated Employees	402.00	660.00		5340		Certified evaluations	evaluation, certified evaluation
1 - 6 Summative Performance Evaluation - Certificated, Library/Media, School Counselors, School Nurse, Psychologist, Therapeutic Specialist,	402.00a	660.00a		5340		Summative performance for certified employees	summative performance, summative, library, media, counselors, nurse, psychologist, therapeutic specialist
Parent Input Form	402.00b	660.00b		5340		Parent input on certified staff	parent input form, parent input
Parent Input Form Spanish	402.00c	660.00c		5340		Parent input on certified staff - Spanish	Spanish parent input form
Components of Professional Practice for Teachers, library, media, school counselors, school nurse, psychologist, therapeutic specialist	402.00d-1	660.00d		5340		professional components for teachers, library, media, school counselors, school nurse, psychologist, therapeutic specialist	professional components for teachers, library, media, school counselor, school nurse, psychologist, therapeutic specialist
Certificated Employee Evaluation Domains	402.00e	660.00e		5340		Domains for certified evaluations	domains for certified evaluations
Certificated Employee Self Assessment, library, media, school counselors, school nurse, psychologist, therapeutic specialist	402.00f 1-6	660.00f		5340		self assessments for certified, library, media, school counselors, school nurse, psychologist, therapeutic specialist	self assessments, certified, library, media, school counselors, school nurse, psychologist, therapeutic specialist
Extra Duty and Activities Evaluation	402.51	660.10				Process for evaluating coaches, extra duty employees	coach evaluations, extra duty evaluations
Evaluation of Classified Employees	408.73	670.00		5820	5205	Classified employees evaluation and time frame	classified evaluations, when are classified evaluations done
<b>700 SERIES - FINANCIAL MANAGEMENT</b>							
Fund Accounting System	801.00	710.00		7215			
Financial Audit	801.52	712.00				Financial Audits	financial, audits
Budget Planning	801.11	720.00		7100		Budget Planning for school year	budget, allocation, funds
Budget Preparation	801.21	722.00		7100		Budget Preparation	annual, budget
Budget-Public Review	801.51	724.00		7110	7120	7120	annual, budget, public
Budget Adoption	801.61	726.00		7110	7120	Budget Adoption	budget, adoption
Budget Transfers	801.82	728.00		7120		Budget Transfers	transfers, budget, funds
Federal Cash Management	803.5	740.00		7450		payment methods for cash management improvement act	payment, federal, cash, management, reimbursements, interest
Allowable Use of Grants	803.51	742.00		7320		Federal programs allowable uses of grants	federal, grants,
Depository of Funds	803.97	744.00				accounting for all funds of the district	receipts, deposits, accounting
Vending Machine Discretionary Funds	806.6	746.00		8250	3420	collection of money from vending machines	money, vending machines
Gifts and Contributions	802.71	748.00		4500		Procedures for gifts to District	gifts, donations, money, equipment, property
Soliciting and Accepting Grants or Donations	505.35	748.50		4520	4500/4510	guidelines for staff who ask for donations or grants	staff, grants, soliciting, donations
District Purchasing	803.3	750.00		7400	7407	purchasing personal property and constructing, repairing or improve real personal property	expenditures, capital outlay, purchase order, personal property, repairs
District Purchasing Related Party	803.30F1	750.00F1		7400		Form to purchase Related Party Statement	related party, transaction statement, disclosure
District Purchasing Invitation	803.30F2	750.00F2		7400		Form for Invitation for bids	form, bids
District Purchasing Contracted Services Agreement	803.30F3	750.00F3		7405		Form contracted services	form, contracted services
District Purchasing Invitation for Quotes	803.30F4	750.00F4		7400	7407	Form invitation for quotes	form, quotes
District Purchasing RFP	803.30F5	750.00F5		7400	7407	For RFP	Requests for proposal, RFP
District Purchasing Procedure	803.30P1	750.00P		7400	7407	procedures for purchases and receiving deliveries	purchasing, receiving, deliveries, quotes
District Purchasing Contracted Services	803.30P2	750.40		7405	9200	procedure for contracted services	procedure, contracted services
Public Procurement		750.60			7407		
Agent Disclosure	802.97	752.00				provisions for soliciting bids, quotes or proposals	bids, quotes, proposals, agents,
Accounts Payable Procedure	803.33	754.00				accounts payable procedures for bills and invoices	accounts payable, invoices, bills, payments, good, services
Payroll Procedures	810.96	756.00				benefits and deductions for payroll	benefits, payroll, insurance, deductions, group benefits, flex plan, direct deposit, pay dates
Petty Cash	810.98	758.00		7410		amounts for petty cash and guidelines	petty cash
Credit Card	803.34	760.00		7440		Credit card procedures	credit cards, receipts
District Membership Card	803.35	762.00				retail purchasing cards	retail, purchasing, cards, receipts
Procurement Card Usage	803.40	764.00		7400	7407	Procurement card usage	procurement, card, charge
Procurement Card Usage	803.40F	764.00F		7400	7407	P card user agreement	Procurement card, p card, user agreement
Procurement Card Usage Procedure	803.40P	764.00P			7407	P card user agreement	p card, user, agreement
Capital Outlay and Fixed Assets	803.53	770.00				Regarding the acquisition, use disposal and management of property, equipment, building, facilities and capital outlay	disposal, property, equipment, buildings, facilities, capital outlay
Property Control and Inventory	806.51	772.00		7270	7210	Inventory	inventory
Disposing of District Property	902.50	774.00		9100		process for disposing of property	disposal, property, surplus
Textbook Disposal	806.55	776.00				outdated textbooks	textbooks
Property Insurance Coverage	807.14	778.00				property insurance coverage	insurance, property
Renovation, Painting, Carpeting and Cabinet Construction	807.17	780.00				building renovations and cabinet guidelines	renovations, cabinets
Declaration of Financial Emergency	801.71	790.00		7600		Guidelines to declare a financial emergency	financial, emergency
<b>800 SERIES - NON-INSTRUCTIONAL OPERATIONS</b>							
Student Transportation	702.15	800.00		8100		students eligible to ride the bus	students, buses, transportation
Bus Loading Discipline	702.26	802.00		8140		guidelines while students are loading buses	bus, loading, discipline, students
Safety Busing Non-Instructional Operations	702.30	802.50		8100	8110/8120	guidelines when students are not safe to walk and need busing.	safety, busing, non-instructional, trips, students
Activity Busing	702.46	806.00		8105		guidelines for activity trips and cost	activities, buses, clubs, athletics
District Owned Vehicles	704.00	810.00		8170		use of district owned vehicles and their maintenance	district, owned, vehicles
District Owned Vehicles	704.00P	810.00P		8170		use of district owned vehicles and their maintenance	district, owned, vehicles, procedure

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	Current	New	Cross Ref	ISBA			
Vehicular Insurance Protocol	702.44	810.20				procedures for driving district vehicles procedures if not in compliance	insurance, protocol, vehicles, district
Vehicle Operation	704.20	810.40		8180		Drivers of district owned vehicles and provisions of vehicles use.	operation, driving, vehicles, district
Use of Wireless Communication Devices by Bus Drivers	704.25	810.50		8185		Bus drivers guidelines for using/not using devices.	wireless, communication, devices, computers, phones, bus drivers
Transportation Accident Reports	702.49	812.00				Guidelines for reporting accidents to supervisors	accidents, bus, transportation
Leasing of School Buses	702.00	814.00		8160		policy regarding not leasing buses to any individuals or groups of any non-school or non-district related activities.	leasing, bus, school
Evaluation of School Bus Drivers	408.80	816.00		5825		evaluation of bus drivers	bus, drivers, evaluations
Bus Driver Pay	403.97	816.20				Timesheets for bus drivers	bus drivers timesheets, transportation, timesheets
Transportation: Driver and Substitute Driver Pay Rates	717.00	816.40				Pay for sub drivers of buses.	driver, pay, transportation
School Garage	1004.54	820.00				permission to use school garage	garage
Wellness Program	410.16	830.00		8200	2310/2315/8230	Wellness program for classified and certified developed annually	wellness program for employees, wellness
District Nutrition and Wellness Committee	1050.05	830.20		8210		District Committee to review nutrition standards.	Wellness, nutrition, committee
District Safe and Drug Free Advisory Committee	903.28	830.40				District committee to review programs for safe and drug free schools.	district, safe, drug, free, advisory, committee
Student Wellness	590.00	832.00		8200		Guidelines to promote healthy students	students, wellness, health
Nutrition	1007.00	834.00		8230	8250	promotion of healthy schools supporting wellness, good nutrition, regular physical activity.	nutrition, wellness, physical
Nutrition Standards	1007.20	834.20		8230	8250	meals that meet federal standards	meals, nutrition, calorie
Food Service	1007.10	840.00		8220		USDA food guidelines and qualification so food service staff	USDA, food, food service, breakfast
School Meals	1007.30	842.00		8240		national school lunch and breakfast programs	lunch, breakfast
Meals Charged by Students	510.05	844.00				amount of charges for students	lunch, charges, food, lunch money,
Food and Beverage Sales	1007.40	846.00		8250	3420	foods/beverages allowed to be sold at elementary and secondary levels	food, beverage, pop. Vending machines
Emergencies	903.22	850.00		8300		types of emergencies that may happen at schools.	bomb threats, fire, earthquakes, drills, inclement weather
Crisis Management	903.24	852.00				Flight plans for schools	plan, crisis, district, flight team coordinator
Emergency Closure Days	410.52	854.00		2210		Guidelines for school is closed due to weather or emergency	snow days, emergency closure of school, employees who are required to show for snow days
School Events on Snow Closure	504.72	854.20		2210		rescheduling events on emergency closure	snow, days, events, snow day
Inspection Procedures	903.32	860.00		8520	8300/8510/9400	standard procedures for inspection of facilities.	inspections
Records management	808.50	870.00		3575	3570	storage of records	storage of records, records, personnel files, student files
Retention of District Records	808.00	872.00		8605		Retention or destroying official records	destroying records, FOIA, retaining records
Physical Environment	900.02	900.00				Sanitation of school lunch areas	school sanitation, health regulations, food establishments
Landscaping Projects Within the School District	900.04	902.00				Proper funding and requirements for planting trees.	landscaping
Naming of District Building/Facilities	900.06	904.00		9800		Guidelines for naming facilities	naming, district buildings
Private Service Providers	1006.00	920.00				Service provider requirements	IEP, 504, MOA, providers
District Custodial Operations	407.98	930.00				Procedures for hiring, training, evaluation of custodial positions	hiring custodians, evaluation of custodians, timesheets for custodians
Energy Conservation Program	904.00	935.00		9600		Recycling and conserving energy programs	energy, recycling, conserve
Safety	903.23	950.00		9400	8520/9300	Guidelines for providing a safe environment for staff.	safety, district, accidents
Weapons	502.41	952.00				provisions of possession of weapons on grounds	weapons, guns, knives, possession
Gun Free Schools	502.42	954.00				gun free school acts	guns, gun free schools act
District Security Systems	903.25	960.00				Guidelines for cameras and keys in buildings.	security, cameras
Aerial System - Drone Regulations	705.00	980.00				drone guidelines	drones, aerial systems