Preston Joint School District No. 201

Policy Manual

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

CONTENTS

POLICY TITLE

POLICY NUMBER

EDUCATIONAL PHILOSOPHY SECTION 100

Statement of Guiding Principles	100
Educational Philosophy	102
Educational Goals	104
SCHOOL BOARD SECTION 200	
Statement of Guiding Principles	200
School District Name	202
Policy Adoption	204
Continuous Improvement Plans	205
Public Charter Schools	206
Public Charter School Petition	207
Public Charter School Petition Procedures	208
Enforcement, Renewal and Revocation of Charter and	
Performance Certificate	209
BOARD	
Composition of the Board	210
Board Authority	212
Functions of the Board	214
Duties of the Board	215
Duties of Board Officers	216
Code of Ethics	218
Ethics in Government	219
Advisory Committees	220

Complaint Resolution	222
Membership in State and National Associations	224
Compensation for Expenses	226
Board Member Conflict of Interest	228
TRUSTEES	
School District Trustee Zones	240
Trustee Qualifications	242
Trustee Nomination and Election	244
Trustee Vacancy	246
MEETING/PUBLIC RECORDS	
Agenda Preparation	260
Board Meetings	262
Annual Meeting of the Board	264
Regular Meetings of the Board	266
Special Meetings of the Board	268
Executive Sessions	270
Minutes of the Meeting	272
Quorum at Board Meetings	274
Access to Public Records	276
3-Day Response Letter	276F1
Response Letter	276F2
Public Records Request Form	276F3
Record Retention	277
Waivers of State Board of Education Rules	280
CIVIL RIGHTS	
Discrimination Prohibited	290
Reasonable Accommodation for Persons with Disabilities	292
Americans with Disabilities Complaint Procedure	292P1

Civil Rights Grievance Procedure294P1

ADMINISTRATION SECTION 300

Statement of Guiding Principles	300
Administrative Appointment	302
Superintendent Appointment	304
Superintendent Evaluation	305
Superintendent Authority	306
Principal Contracts	308
Principal Evaluations	310
Administrative Personnel Expenses	312
Employing Retired Administrators	314
School Calendar	350
District Organization	352
Emergency School Closure	354
Health or State/National Emergency Plan	355
School Holidays	356
PERSONNEL SECTION 400	
Statement of Guiding Principles	400
GENERAL PROVISIONS	
Idaho State Veteran Employment Preference	.400.10
Reporting New Employees	.400.50
Reasonable Workplace Accommodation to Qualified	

Individuals with Disabilities401

Procedures for Requesting Reasonable Accommodation

	401P1
Request for Reasonable Accommodation Form	401F1
Medical Release (Request for Reasonable Accomm	
Letter to Healthcare Provider (Request for Reasona Accommodation)	
Physician Request for Reasonable Accommodation	
Criminal History Checks for Employees, Volunteers and Contractors	402
Reporting of Criminal Offense	402.50
Employee Drug and Alcohol Use	403
Employee Drug and Alcohol Testing	403.50
Employer Recommendations	404
Applicants: Information on Past Job Performance	404.50
Applicants: Information on Past Job Performance: Release & Authorization Form (No Prior Public School Work)	404.50F1
Applicants: Information on Past Job Performance: Release & Authorization Form (Prior Public School Work)	404.50F2
Gifts to Employees	405
Investigating and Reporting Suspected Child Abuse Abandonment or Neglect	
LEAVE	
Family and Medical Leave Act (FMLA)	407
Sick Leave	407.50
Jury Duty	408
Military Leave	
Administrative Leave for Certificated Employees	409.50

PROTECTIONS	
Non-Discrimination in Employment41	0
Personnel Files41	1
General Personnel Regulations41	2
Political Activities41	3
Sexual Harassment41	4
Staff Protection41	5
Whistle Blower41	6
Employee Volunteers41	7
Personnel Conflict of Interest41	8
Supplementation of Worker's Compensation Benefits41	9
Safety Management Program42	0
HIPAA Privacy Rule42	1
HIPAA Privacy Rule: Letter to Employee421F	1
HIPAA Privacy Rule: Notice of Privacy Practice421F	2
HIPAA Privacy Rule: Authorization Form for Release of Protected Health Information421F	3
Name-Clearing Hearing42	2
Name-Clearing Hearing Procedure422P	1
Sample Letter: Request for Name-Clearing Hearing422F	1
Request for Name-Clearing Hearing422F	2
Employee Bullying, Intimidation and Harassment42	3
PARAPROFESSIONALS	
Qualifications and Training Requirements of Instructional Paraprofessionals43	0
CERTIFICATED EMPLOYEES	
Definition of Certificated Employee44	0
Assignment and Transfer of Certificated Employees44	.1
Code of Ethics for Certificated Employees44	2

Code of Ethics for Certificated Employees: Acknowledgment of Receipt442F1
Certificated Employees Evaluations
Employment Contracts with Certificated Employees444
Probation of Certificated Employees445
Negotiated Agreement Terms
Recruitment of Certificated Employees
Reduction in Force Regarding Certificated Employees448
Release from Contract of Certificated Employees449
Release Time for Certificated Employees450
Suspension of Teaching Certificate452
Support Programs453
Discharge of Certificated Employees454
Master Teachers455
Reading Programs In-Service Training456
Supplemental Contracts457
Part-Time Employment and Job Sharing for Certificated Employees458
Reassignment of Administrative Employees459
Informal Review Procedure for Certificated Employees460
Qualifications of Certificated Personnel46
Staffing Patterns462
Title I Professional Development463
FLSA: Exempt Employees464
Employing Retired Teachers465
Leadership Premiums for Instructional Employees466
NON-CERTIFICATED EMPLOYEES
Definition of Non-Certificated Personnel470
Non-Certificated Employees: At-Will Employment471
Salary Schedules for Non-Certificated Employees472

Retirement Severance Pay	472.50
Group Health Insurance for Non-Certificated Employees	473
Evaluation of Non-Certificated Employees	474
FLSA: Non-Exempt Employees and Overtime Requirements	475
Grievance Procedure for Non-Certificated Employees	.476P1
Absence Without Pay for Non-Certificated Employees	477
Illness or Death in Immediate Family: Non-Certificated Employees	
Vacation Leave for Non-Certificated Employees	480
MISCELLANEOUS PROVISIONS	
Employee Use of Electronic Communication and Social Media	490
Acceptable Use of Internet, Computer and Network Resources for Employees	491
Acceptable Use of Internet, Computer and Network Resources for Employees: User Agreement	.491F1
Outside Employment	492
Outside Employment: Request for Approval Form	.492F1
STUDENTS SECTION 500	
Statement of Guiding Principles	500
Student Handbooks	502
Student Publications	504
Student Harassment	506
Prohibition Against Harassment, Intimidation and Bullying	506.50
Juvenile Sex Offenders	507

Foreign Students	508
Tracking Foreign Students and Foreign Exchange Visitors	509
School Climate	512
Evacuation/Fire Drills	514
Freedom of Speech and Expression	516
Student Dress Code	517
Student Use of Electronic Communication and Entertainment Devices	518
Name/Gender Change	519
Name/Gender Change Request Form	519F1
Sample Physician Certification Letter	519F2
Transgender and Gender Nonconforming Students	519.50
ATTENDANCE	
Proof of Age and Identification	520
Attendance Zones	521
School Attendance and Habitual Truancy	522
Attendance Records	523
Student Driving Privileges	524
Divorced or Estranged Parents: Rights and Responsibilities	528
Open/Closed Campus	529
Open Campus Permission Form	529F1
DISCIPLINE	
Maintenance of Orderly Conduct	540
Prohibition of Weapons	541
Searches by School Officials	542
Student Suspension	543
Student Expulsion/Denial of Enrollment	544
Disciplining Students with Disabilities (IDEA)	545

Disciplining Students with Disabilities (Section 504))546
Corporal Punishment	547
Theft or Destruction of School Property	548
Prohibition of Gang Activities	549
Assault and Battery	550
Student Drug, Alcohol and Tobacco Use	551
Hazing Prohibition	552
Restraint and Seclusion	553
Relationship Abuse and Sexual Assault Prevention and Response	554
STUDENT HEALTH	
Food Allergies	559
Epinephrine Auto-Injectors	560
Administering Medications	561
Exclusion for Communicable Diseases	562
Exclusion for Head Lice	563
Notification Letter for Head Lice Infestation	563F1
Health Records and Emergency Care	564
Immunization Requirements	565
Student Suicidal Tendencies	566
Student Suicide Prevention Procedures	566P
Students with a Living Will and Durable Power of Attorney for Health Care	567
School Wellness Policy Requirements	568
School Wellness	569
Concussions	569.50
Procedures Regarding Concussions	.569.50P1
ACTIVITIES	
Extracurricular Student Activities	570
Interscholastic Activities	571

Activities	572
Athletic Activities Insurance	
Extracurricular Awards	
Transportation to School-Sponsored Activities	
Field Trips	
Extended Field Trips	5//
Extended Field Trips: Preliminary Approval Form	577F1
Extended Field Trips: Description and Itinerary Form	577F2
Extended Field Trips: Parent/Guardian Consent Form	577F3
Extended Field Trips: Volunteer Driver Checklist	577F4
Extended Field Trips: Volunteer Chaperone Guidelines	577F5
Extended Field Trips: Volunteer Disclosure Form	577F6
Drug and Alcohol Testing of Students Participating in Extracurricular Activities	578
Student Groups in School Facilities	
EDUCATIONAL PROGRAMS SECTION 600	
Statement of Guiding Principles	600
Accreditation	602
Personnel Standards	604
Curriculum: Standards, Alignment and Assessment	605
Selection of Curriculum Materials	606
Elementary School Required Instruction	607
Middle School/Junior High School Required	

Middle School/Junior High School Credit	609
Awarding High School Credit for Courses Taken Before Ninth Grade	609.50
High School Graduation Requirements	610
High School Graduation: Alternate Measures for Demonstrating Proficiency	611
Idaho Promise Scholarship Program	612
Commencement	614
Selection of Student Speakers at Commencement	615
Early Graduation	616
Correspondence Courses	618
Credit Acceptance for Transferring Students	620
Credit by Examination	622
Participation in Statewide Assessments	624
Promotion of Students	626
Homework	628
ENROLLMENT	
Dual Enrollment	630
Open Enrollment	
8 in 6 Program	
Mastery Advancement Program (MAP)	
Advanced Opportunities	
Advanced Opportunities Participation Form	
Advanced Opportunities – Student Registration Instr	uctions
Postsecondary Enrollment Options	634
Postsecondary Enrollment Options: Acknowledgment of Counseling	634F1
Student Safety Measures	635
Public School Choice	636
Student Fees	638

Parental Rights and Involvement	639
CURRICULUM/MATERIALS	
Curriculum	640
Citizenship, U.S. Constitution, National Flag and Colors	641
Communication Skills	642
Animal Use Policy	643
Controversial Issues	
Guest Speakers	646
Health/Wellness	648
Lesson Plans	650
Library and Resource Center Materials	652
Sex Education	656
Social Studies	658
Technology	660
Prohibition Against Reproduction of Copyrighted Materials	661
Workforce Skills	664
SPECIAL PROGRAMS	
Special Education Services to Private School Students	669
Special Education (IDEA)	670
Special Education: Written Agreements	670.10
Section 504	671
Section 504: Notice of Rights	671F1
Section 504: Hearing Procedure	671P1
Gifted/Talented Education	672
Reading Assessment and Intervention Program	673
Limited English Proficiency Programs	674
Professional Technical Schools	675

SchoolsSchools	676
Title I: Development of Parental Involvement Policy .	677
Sample - Title I: District Wide Parent and Family	
Engagement Policy	677F1
Sample - Title I: School, Parent and Family Engager	nent
Policy	677F2
Title I: Parental Involvement	677.10
Federal Impact Aid	677.50
Release Time	678
Religion in Schools	679
Homeless Student Education	679.50
Homeless Student Education: Notification of Enrollment Decision Form6	379.50F1
Homeless Student Education: Appeal of Enrollment Decision Form6	379.50F2
Out-of-State Students in Residential Facilities	679.60
Out-of-State Students in Residential Facilities: Sample Payment Agreement for Educational Services	379 60F1
Out-of-State Students in Residential Facilities: Sample Costs	
Out-of-State Students in Residential Facilities: Sample Cost Analysis Worksheet6	379.60F3
Out-of-State Students in Residential Facilities: Sample Letter6	379.60F4
STUDENT RECORDS	
Transfer of Student Records	680
Student Surveys and Medical Exams	680.50
Student Surveys and Medical Exams: PPRA Annual Notice of Rights6	380.50F1
Student Surveys and Medical Exams: PPRA Consent/Ont-Out Form	880 50F2

Student Records	681
Student Records: FERPA Annual Notice of Rights	681F1
Student Records: FERPA Annual Notice of Directory Information	681F2
Student Records: FERPA Directory Information Opt-Out Form	681F3
Protection of Student Data	681.50
Class Record Book	682
Grading	684
Permanent Student Records	686
Report Cards	688
Student Learning Plans	690
COMPUTER	
Computer Software	696
Acceptable Use of Internet, Computer and Network Resources for Students	698
Acceptable Use of Internet, Computer and Network Resources for Students: User Agreement	698F1
Technology Instruction and Determining Average Daily Attendance (ADA)	699

SUPPORT SERVICES SECTION 700

Statement of Guiding Principles	700
STUDENT TRANSPORTATION	
Student Transportation	710
Student Transportation System	712
Transportation of Nonpublic School Students	714

Transportation Liability Insurance	716
Contracts for Student Transportation Service	718
Activity Busing	720
Unauthorized School Bus Entry	722
Student Bus Conduct	730
BUS DRIVER CONDUCT	
School Bus Driver	738
Duties of School Bus Drivers	740
Bus Driver Conduct	742
Bus Driver Drug and Alcohol Testing Program	744
Bus Warning Violations	746
SCHOOL LUNCH MEALS	
School Lunch Meals	770
Charging School Meals	771
BUSINESS PROCEDURES SECTION 800	
Statement of Guiding Principles	800
BONDING/INSURANCE	
Fidelity Bond	802
Insurance	804
Bond and Licensure Requirements for Public Works	806
Conditions for Use of District Vehicles	808
BUDGET	
Budget Planning and Adoption	810
Budget Adjustments	812
Monthly Budget and Treasurer's Report	814

FINANCIAL STATEMENTS

Disclosure Requirements for Bond and Levy Election	ns816
Annual Statement of Financial Condition	820
Audit of Financial Statements	822
Financial Emergency	824
Gifts, Grants and Bequests	830
Income from Sale or Use of School Property	832
Increase in Fees	834
Investments	836
Activity Funds	838
Intellectual Property	839
PAYROLL	
Payroll Deductions	840
Payroll Periods	842
Supplemental Pay	844
Travel Allowances	846
PURCHASING	
Purchasing	850
Purchasing Public Property	850.30
Service Contracts	850.60
Public Works Construction	850.90
Supplemental Bidding Procedures	851
Issuance of Checks	852
Cancellation of Checks	854
Lease/Purchase Agreements	856
Personal Service Contracts: Notice Requirements	857
Contracted Educational Services	857.50
Payment for Goods and Services	858
Purchase Orders	860

Signature Authority	862
HIPAA Privacy Rule: Business Associate Agreement	864F1
Use of School District Credit Cards	868
RECORD KEEPING	
Board of Trustees Records	870
Storage and Retrieval of Business Records	871
Inventory Records of Fixed Assets	872
Personnel Records	874
District Expenditure Website	876
Time and Effort Reporting Requirements	877
Time and Effort Reporting Procedure	877P1
Time and Effort Reporting Requirements: Supervisor's Certification/Assurance Form	877F1
Time and Effort Reporting Requirements: Personnel Activity Report Form	877F2
Time and Effort Reporting Requirements: Employee's Certification/Assurance Form	877F3
ELECTRONIC COMMUNICATIONS	
Electronic Signature and Filing	880
BUILDINGS AND SITES SECTION 900	
Statement of Guiding Principles	900
Building and Grounds Maintenance and Developme	nt902
Uniform Public School Building Safety	904
Asbestos Management Plan	906
Asbestos Management Plan: Annual Notification Letter	906F1
Rental/Use of School District Facilities	910
Acquisition and Sale of Personal Property	920

Acquisition and Sale of Real Property	922
Excision and Annexation of Territory	927
Contracts for Recreational Facilities	930
Use of Contract Services	932
Trespass on School District Properties	934
Electronic Surveillance	940
Prohibition Against Smoking <u>OR</u> Tobacco Use on District Property	950
Employee Use of School District Equipment	960
Service Animals	970
Animals in School	971
Automated External Defibrillator (AED)	980
Automated External Defibrillator (AED) Procedure	980P1
Bloodborne Pathogens	990
Bloodborne Pathogens: Exposure Control Plan (ECP)	990F1
Bloodborne Pathogens: Hepatitis B Vaccine Declination Form	990F2
COMMUNITY RELATIONS SECTION 1000	

Statement of Guiding Principles	1000
Parent Involvement in Educational Process	1002
Cooperation with Law Enforcement Agencies	1004
Registered Sex Offenders	1006
Registered Sex Offenders: Sample Letter	1006F1
Registered Sex Offenders: Sample Petition for Exception	1006F2
Community Involvement	1010
Patron Complaint	1012

Public Relations	1014
Student Community Involvement	1020
Public Performance by Students	1022
Contests for Students	1024
Participation in Fund Drives	1026
Money-Raising Activities in the Schools	1028
Gifts to Personnel	1040
Fitness Facilities Use and Release	1041
Procedures Regarding Fitness Facilities Use and Release	.1041P1
Fitness Facilities Release	.1041F1
Loan of School Equipment	1042
Advertising and Distributing Materials in the Schools	by Non-
School Related Entities	1044
Patron Conduct at District Programs and Activities	1046
Parental Notification of Teacher Qualifications	1050
Recruitment of High School Students	1054
Drones – Unmanned Aircraft Systems	1055