

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
100 SERIES - BOARD OF EDUCATION						
	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	1210.00	Description of Board	members, terms, zones, elections
	District Planning	202.00	130.00	1315.00	Continuous Improvement Plan	monitoring, vision, mission, Curriculum Improvement Plan
	Conflict of Interest	201.30	140.00	1610.00	Compensations Board cannot accept nor spouses employed by District. Cannot vote when relative is involved	reward, spouse employment, bribes,
	Policy Formation	203.13	140.00	1300.00	Guidelines for establishing new policies	policies, policy manual, draft policies
	Policy Revision	203.20	142.00		Guidelines for Board changing or amending policies.	policies, policy manual, draft policies
	Board of Trustee Travel	206.14	160.00		Expenses that will be covered when attending conferences, etc.	board expenses, travel, conferences, meals
	Authorization of Signatures	210.00	164.00	1260.00	authorization for purchase orders, invoice, checks	
	Board Meetings	204.01	170.00	1200.00	Description of the different types of Board meetings.	regular, special budget, work sessions, executive session, agenda, annual meetings, quorum
	Advertising Regular Trustee Meeting (needs to be revised)	204.61	172.00	1500.00	Requirements for dates prior to meetings	posting of board meetings, times, places
	Board Meeting Agenda	204.90	174.00	1510.00	Protocol for Board meetings	agenda
	Public Participation in Board Meetings	204.02F	180.00	4105.00	guidelines for patrons/staff would like to address the board	public, meetings, board, patrons, speaking
	Public Participation in Board Meetings	204.02	180.00F	4105.00	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
	Code of Conduct: School Trustees	102.50	190.00	1600.00	Commitment and goals of Board	goals
	Trustee Spouse Employment	201.35	194.00	1615.00	Regulations on spouse being employed by District	spouse employment
200 SERIES - INSTRUCTION						
	Curriculum and Instruction	602.81	200.00	2100.00	Curriculum and how it is chosen by the District	curriculum, materials, instruction
	District Testing	605.29	204.00	2120.00	Testing materials used, grades tested	testing, district, students
	District Calendar Committee	600.00	210.00	2200.00	When the committee meets to submit the calendar for following year.	days, calendar, district
	K-3 Reading Intervention	604.00	220.00		Reading intervention program used by the District.	reading, kindergarten, first, second, third, intervention,
	English Language Learner Educational Plan	604.10	222.00	2385.00	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	2395.00		online, computer, classes
	Driver Training Education	502.50	228.00	2325.00	driver's education	drivers education
	Public and Political Activities Involving Students	503.74	230.00	3225.00	guidelines for students in political groups	politics, clubs, groups, students
	Field Trips	603.31	234.00	2550.00	Types of field trips suggested to attend.	trips, student, field trips, permission
	Instructional Materials Selection	603.55	240.00	2530.00	Selection of how textbooks and materials are selected.	curriculum, instructional, materials, books
	Libraries	602.91	242.00	2500.00	Libraries allowing students to enhance learning	library, books, checkout
	Library Materials Selection	603.57	242.50	2500.00	Description of how materials are selected	library, books, materials
	Responsibility for Selection of District Textbooks	603.53	250.00	2540.00	Selection of textbooks in the District	text books, curriculum
	Class Examinations	605.23	260.00		Students grade as part of class examinations.	tests, class, exams, students
	Promotion and Retention	605.33	270.00	2600.00	Explanation of students/provisions of being retained or promoted.	promotion, retention, students
	Middle School Credits	605.40	272.00	2605.00	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	2435.00	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	2700.00	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		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		Requirements or plan for a student who isn't graduating and meeting credits.	alternative graduation, Mt. Harrison, GED
300 SERIES - STUDENT						
	Equal Education, Nondiscrimination and Sex Equity	502.00	300.00	3280.00	equal education and non discrimination of sex	sex discrimination
	Minidoka Student Scholarship Fund	502.60	302.00		This is unavailable due to funding	no funding for this
	School Age	501.00	304.00	3070.00	Age student can enter school	school age, age to enter school, cut off date to enter school
	Student Immunization	501.13	306.00	3520.00	Student immunizations	immunizations
	Student Immunization Exemption	501.13F	306.20	3520.00	Immunizations Exemption Form	immunization exemptions
	Communicable Diseases	501.15	308.00	3520.00	List of communicable diseases	communicable diseases
	Student Permanent Record	501.44	310.00	3570.00	permanent record guidelines and accessibility	permanent records, what is in permanent records
	Open Enrollment	501.34	312.00	3010.00	Open Enrollment Guidelines	open enrollment
	Duel Enrollment	501.33	314.00	3030.00	Duel Enrollment for students	duel enrollment
	Transfer of Students	501.52	316.00	3000.00	transfer of records	records transfers, requesting records
	Admission of Special Education Students	602.54	318.00	2400.00		
	Attendance	501.12	320.00	3040.00	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

DISTRICT POLICY INDEX
9/1/2017

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
	Homeless Education	501.66	326.00	3060.00	homeless guidelines for students	homeless students, rights of homeless students
	Homeless Education Procedure	501.66P	326P.00	3060.00	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	3240.00	guidelines for publishing in newspaper, yearbooks and other pre-approved material.	newspapers, yearbooks
	504 Students	504.00	338.00	2400.00	Guidelines for 504 students	504, disabled, student Rehabilitation Act ADA
	504 Students Procedure	504.00P	338.00P	240.00	Procedure for 504 students	procedures, 504, students, ADA, Rehabilitation Act
	Incident Management System Reporting	504.75	340.05		reporting disciplinary events	disciplinary, fighting, truancies, vandalism, arson, sexual offenses, use of drugs, weapons
	Incident Management System Reporting-Procedure	504.75P	340.05P		Procedure for incident management	procedure, students, incidents
	Detention	502.21	340.10	3350.00	Provisions and utilization of detention	detention
	Suspension	502.22	340.20	3340.00	Definitions and grounds for suspension	suspension
	Expulsion	502.25	340.30	3340.00	Guidelines for expulsion of students	expulsion
	Student Searches	502.61	340.40	3370.00	process to follow when searching students' belongings	student, searches, possessions, lockers, backpacks
	Use of Restrain, Seclusion and Aversive Techniques for Students	502.20	340.50	3345.00	Guidelines for students who are disruptive.	retraining, disruptive, students, seclusion, techniques of discipline
	Control of Dangerous and Anti-Social Behavior	502.18	340.60		Actions taken for dangerous or socially detrimental actions of students.	dangerous, anti-social behavior, detrimental
	Assault, Battery and Corporal Punishment	626.10	340.80			
	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 Tobacco Use	502.30	342.20	3320.00	Definitions, enforcement of drugs, alcohol and tobacco	drugs, alcohol, tobacco, law enforcement
	Voluntary Drug Testing for Students	503.65	342.25	3400.00	Voluntary Drug testing	voluntary, drugs, testing,
	Freedom of Speech and Expression	508.00	344.00	3200.00	rights to express concern or viewpoints	freedom of speech, freedom of speech
	Standard of Dress - Students	507.98	344.20	3260.00	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		guidelines for intramural activities	intramural, activities
	Interscholastic Activities	503.61	352.00		guidelines for interscholastic activities	interscholastic, activities, athletics Idaho High School Activities Association
	Athletic Physical Exam	503.62	352.10			
	Student Athlete Drug Testing	503.64	352.20	3400.00	Guidelines for athletic drug testing	drugs, testing, athletics,
	Secondary School Clubs	503.82	354.00		professional technical clubs, sport clubs, academic clubs	professional, technical, clubs, sport, academic
	Participation of School Groups in 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		How activity funds will be administered and accounted for	student body, activity funds, money
	Student Activities Fundraising	505.30	356.40		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	3270.00	internet usage for students	internet, computer use, research, computers
	Electronic Services for Students	502.97A	360A.00	3270.00	District Appropriate Use Handbook	handbook, computer, internet
	Electronic Services for Students	502.97F	360F.00	3270.00	form for students to use internet	internet, computer, form
	Student Use of Personal Electronic Devices	503.00	362.00	3265.00	student use of electronic communication devices	electronic, communication, devices, ECD, phones, pagers
	Travel - Student Clubs or Groups	716.10	370.00	8105.00	Guidelines for students who are traveling with activities.	students, clubs, travel
	Consent for Medical Treatment	504.12	370.20		consent for medical treatment in athletics	medical, treatment, athletics, parental consent
	Administering Medication	504.17	370.22	3510.00	guidelines for administering medication to students	medication, students, self-administration of medicine
	Administering Medication	504.17F	370.22F	3510.00	form to be signed to administer meds	medication, parent, permission, form, students
	Epinephrine Administration	504.18	370.24		administering epinephrine	epi pens, epinephrine
	AIDS-HIV Students	504.22	370.30		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	3295.00	Describes expectations of district with bullying, harassment, intimidation and describes the discipline	hazing, harassment, intimidation, bullying
	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	502.10F	372F.00	3290.00	Form if being bullied or harassed, intimidated, or discriminated against	hazing, harassment, intimidation, bullying
	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying	502.10P	372P.00	3295.00	Procedure for bullying or harassment	bullying, harassment
	Suicide Prevention	506.00	372.50	3530.00	guidelines to present, assess the risk of or intervene in suicide	suicide
	Relationship Abuse and Sexual Assault Prevention and Response	502.12	374.00		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	374P.00		Procedure followed in regards to sexual assault	sexual, assaults
	Sexual Harassment	502.13	376.00		Definitions procedures and investigation procedures of sexual harassment	procedures, sexual, harassment, investigations
	Juvenile Sex Offenders	507.00	376.50	3365.00	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	378F.00		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,

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
	Student Data Privacy and Security	501.40	380.00	3575.00	data storage of student information	student data storage, data security of student records
	Student Emergency Information	505.13	380.10		entering student emergency info	emergency, legal guardian
	Student and Family Privacy Rights	501.50	382.00	3570.00	student surveys requesting information	student surveys, requesting student information
	Students of Separated or Divorced Parents	503.40	382.50		parents rights if divorced or separated	divorce, separated, parental rights, custody, school, records, conferences
	Health Records	504.14	384.00		student health records	student, health, records
	Confidentiality of Health and Welfare Information	504.15	384.50		Personnel and health records confidentiality	confidentiality, health, welfare
400 SERIES - COMMUNITY RELATIONS						
	School Community Guiding Principles	1000.01	400.00		provisions for continuous programs in the community	programs, media, community
	Complaints Concerning District Employees	1003.32	410.00	3295	Guidelines for public to file a complaint against a district employee	complaints, district employee,
	Distribution of Informational Materials	1005.36	412.00	3250	guidelines for information to be distributed and posted	information materials, materials, distributions, postings
	Distribution of Informational Materials Form	1005.36F	412F.00	3250	Form to distribute materials	form, distribute materials, postings
	Disclosure of Directory Information	505.15	420.00		what will be given to District approved agencies	directory, information, disclosure, military
	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	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	1001.00F	424F.00	4130	Request for public records	public records, form
	Public Access to District Website	1001.20	424.50	4300	website for public information	website, District
	Community Patron Visits to the Schools	1003.72	426.00	4140	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	relationship between school and law enforcement provisions. Questioning student guidelines	interrogation, student, law enforcement, police,
	Gifts and Contributions	802.71	440.00	4500	Procedures for gifts to District	gifts, donations, money, equipment, property
	Parent Teacher Organizations Booster	1005.17	440.50		parent teacher organizations, booster club guidelines	booster club, PTA, parent clubs
	Volunteers	1008.00	450.00	4600	Procedure as to what has to be done to be a volunteer	volunteers, fingerprints
	Volunteers application	1008.00F	450F.00	4600	Form to volunteer	form, volunteers
	Parent Involvement	1002.00	460.00	4300-4320	partnership of shared responsibilities with students and families	Title 1, Par 1 programs, ESEA, Parent Patron Advisory Team
	Parental Rights	104.00	460.00	2425.00	Objection to child's participation in adopted curriculum, practices, policies, procedures.	curriculum, procedures
	Parent Involvement	1002.00P	460P.00	4300-4320	Title 1 Parent involvement guidelines, roles and responsibilities	Title 1, Par 1 programs, ESEA, Parent Patron Advisory Team
	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
500 SERIES - PERSONNEL						
	Personnel Code of Ethics: Classified & Administrative	102.00	500.00	5280.00	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	5280.00	Procedure, code, ethics, teachers	procedure, code, ethics
	Equal Opportunity Employment Non-Discrimination and Delivery of Services	400.04	500.10	5120.00	Discrimination laws both U.S. and Idaho	age, disabilities, immigration, rehabilitation, gender, religion
	Job Description	401.12	500.20	5205.00	Outline of job description, when updated, where it is located	job description
	Employee Arrest or Conviction	402.40	500.30		Procedures when and employee is arrested or convicted	arrest, convicted, crimes
	Negotiations Representation	400.50	500.50	5295.00	Guidelines union and District must follow with regards to negotiations.	union, negotiations
	Insurance Committee	807.30	500.60		Insurance committee for benefits, health, negotiations	insurance, health insurance, life insurance, benefits
	Identification Cards	402.53	500.60		Employee identification badges	employee badges
	Non-Discrimination on Basis of Disability	103.00	510.00	5120.00	American Disabilities Act,	discrimination, disability
	Personnel Hiring Process/Criteria	400.00	510.00	5100.00	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	5110.00	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	512.10	5325.00	Guidelines for employees using social media	Facebook, Twitter, Snap chat, social media
	Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying	400.55	512.14	5265.00	Description of bullying and harassment of students and what staff responsibility is.	bullying, harassment, intimidation
	Drugs, Alcohol and Tobacco (Employees)	413.11	512.20	5320.00	The District is a drug free zone.	drugs, alcohol, penalty for being on drugs, penalty of alcohol, drug testing, tobacco

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
	Employee Drug, Controlled Substance and Alcohol Testing	413.15	512.20P	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	512.30	5240.00	Definition and provisions of employees who are victims or who initiate harassment	sexual harassment, reporting sexual harassment
	Child Abuse Reporting	504.16	512.40		reporting of child abuse	child, abuse, reporting, neglect
	Child Abuse Reporting Form	504.16F	512.40F	5260.00	form to report child abuse	child, abuse, reporting, form
	Evaluation of Certificated Employees	402.00	520.00	5340.00	Certified evaluations	evaluation, certified evaluation
	1 -6 Summative Performance Evaluation - Certificated, Library/Media, School Counselors, School Nurse, Psychologist, Therapeutic Specialist,	402.00a	520.00	5340.00	Summative performance for certified employees	summative performance, summative, library, media, counselors, nurse, psychologist, therapeutic specialist
	Parent Input Form	402.00b	520.00	5340.00	Parent input on certified staff	parent input form, parent input
	Parent Input Form Spanish	402.00c	520.00	5340.00	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	520.00	5340.00	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	520.00	5340.00	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	520.00	5340.00	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	520.50		Process for evaluating coaches, extra duty employees	coach evaluations, extra duty evaluations
	Electronic Services for Employees	402.97	522.00	5330.00	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	522.00A	5330.00	Electronic Services District Appropriate Handbook	electronic services handbook, electronic services
	Electronic Services for Employees Form	402.97F	522.00F	5330.00	Employee Appropriate Use Agreement	employee appropriate use form
	Cellular Phones	809.97	522.50		guidelines for cell phone usage	cell phones, phones
	Instructional Preparation Time	405.00	524.00		Prep time given to teachers	prep time, instruction preparation time
	Teacher Responsibility	405.16	526.00		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
	Staff Dress Code	413.17	526.10	5360.00	Dress code for employees	dress code
	Public Office	405.51	526.20		Provisions for employees in public office	campaign activities, public office
	Service Animals in Schools - Staff	415.00	526.70		Service animals in schools	service animals
	Service Animals in Schools - Staff	515.00	526.70	2375.00	service animal guidelines in schools	guide dogs, animals, American with Disabilities Act
	Grievance Procedure for Certificated Employees	418.00	528.00	5250.00	Grievance procedure for certified staff	grievance procedure, certified grievance, grievance levels
	Teacher's Provisions of Employment	402.36	540.00	5440.00	Gridlines for salaries, certification and stipends	salary, certification, credits, stipends, contracts
	Employee Benefits Eligibility	408.15	540.00	5430.00	Benefits for employees	hours for benefits, benefits
	Employee Injury/Accident Treatment	413.53	540.00		On the job injuries procedure	worker comp, on the job injury, treatment for employee injury
	Vacation - Full Time Classified Personnel	408.51	540.90	5450.00	Guidelines for full time employees for vacation	vacation, full time employees vacation, days of vacation
	Employee Accident Report	413.43	542.00	5460.00	Accident reporting of an employee	employee accident, accident, reporting an accident
	Salary Authorization	810.97	542.00		payroll authorization of employees	payroll, employees, rehire
	Substitute-Exempt and Non-Exempt Salary Information	406.21	542.00	5700.00	Certified and classified substituting rate of pay	substitute pay, classified substitute pay, certified substitute pay
	Substitutes-Preparations for Substitute Teachers	406.22	542.02	5700.00	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	542.04	5700.00	Classified sub pay	classified sub pay, bus driver substitutes
	Substitute	406.25	542.06	5700.00	Substitute Leave Request	request for sub
	Substitutes - Subbing for Certificated Positions Pay	406.26	542.08	5700.00	substitute pay for certified positions	certified sub pay
	Per Diem	812.00	542.10		district mileage and meal allowance	mileage, meals, per diem, lodging
	Criteria for Initial Placement on Stipend Schedule	402.10	542.20	5340.00	Provisions for stipends	stipends
	Worker's Compensation	807.13	542.30	5460	Workers compensation law	workers comp, comp
	Extra Duty Pay	402.52	544.00	5810.00	Provisions for recommendation of extra duty pay.	extra duty pay, additional compensation
	Personal Leave	404.10	544.00		Description and procedure for requesting personal leave	personal leave
	Sick Leave	404.14	544.10	5400.00	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	5410.00	FMLA Guidelines	FMLA, family medical leave
	Bereavement Leave	404.23	544.30	5400.00	Guidelines for bereavement leave	bereavement leave
	Professional Leave	404.51	544.40	5400.00	Guidelines for staff going on professional leave	professional leave
	Activity/Curriculum Development Leave	417.98	544.45	5400.00	Activity and Curriculum leave for certified	activity leave, curriculum leave
	Military Reserve and National Guard Duty	404.71	544.50	5470.00	Notifying administrator when needing leave for the military	military leave, military duty, active duty, reserve duty
	Unpaid Leave of Absence	404.94	544.60	5400.00	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	5412.00	Jury duty guidelines for employees	jury duty, pay for jury duty

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
	Leadership Premiums	403.90	546.00	5480.00	Leadership premium compensation to reward teachers for serving in a leadership capacity in their school.	stipends, leadership stipends, premiums
	Custodial Considerations	408.22	546.00		Responsibilities of custodians	head custodian, custodial training, custodial job description
	Employee Tuition Reimbursement	807.40	548.00		tuitions reimbursement guidelines for classified and certified	tuition, reimbursement, Title IIA
	Employee Tuition Reimbursement Form	807.40F	548.00F		Form for Title IIA Professional Development Education Plan	Title IIA, professional development tuition, reimbursement,
	Personnel Files	400.01	550.00	5500.00	Guidelines what is in personnel files	contracts, evaluations, reprimands, reference check, in-service credits, transcripts
	Certification	401.31	554.00		Provisions of certification	certification
	AIDS.HIV Employees	413.23	570.00	5610.00	Provisions for employees testing positive for AIDs or HIV	AIDS, HIV, employees who have AIDS, employees who have HIV, protection of someone with AIDs
	Staff Travel	405.21	572.00	7430.00	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 Forms	405.21F	572.00F	7430.00	Staff Travel Forms	staff travel forms
	Staff Travel Procedure	405.21P	572.00P	5290A1-2	Procedure staff follows when requesting travel	staff travel, travel
	Reduction in Force	401.98	580.00	5740.00	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	580.00F		Teacher Profile Rubric	criteria, rubric
	Informal Review	402.34	582.00	5107.00	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
	Assignment and Transfer	402.30	582.10	5220.00	Provisions for assignment and transfer of personnel	transfers, assignment of jobs
	Employee Recognition	405.70	588.00		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	588.00F		Form for employee recognition	employee recognition form
	Retirement Recognition	403.10	588.50		Guidelines and bonus of employees retiring	retiring bonus, retirement, years of service
	Grievance Procedure for Classified Employees	408.71	590.00	5800.00	Grievance procedure for classified employees	grievance, how to file a grievance, levels of grievance procedure
	Evaluation of Classified Employees	408.73	590.00	5820.00	Classified employees evaluation and time frame	classified evaluations, when are classified evaluations done
	Classified Supervision Procedures	408.72	592.00		Guidelines for classified employees regarding expectations of job.	classified job expectations, discipline of classified employees, procedures for dismissal of classified employees
	Classified Salary for Summer and Before/After School	403.93	594.00		Wages for summer before/after school classified employees	summer school wages for classified, before school wages for classified, after school wages for classified
	Classified Staff Payroll	403.95	596.00		Timesheets and compensation time for classified employees	timesheets, classified payroll, substitute timesheets, transportation timesheets, payroll deadlines
	Overtime: Classified Personnel	408.25	596.50	5810.00	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
600 SERIES - ADMINISTRATION						
	Superintendent	301.20	602.00	6100.00	Duties and authorities act on behalf of Board.	superintendent contract, salary, evaluation, compensation, benefits
	Administrative Selection Procedures	300.03	610.00	6320.00	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
	District Organization Plan and Authority Flow Chart	201.02	630.00	6200.00	Organization Chart	management, authority
	District Organization Plan and Authority Flow Chart	201.02A	630.00A	6200.00		
	Chain of Command and Emergency communications	301.50	632.00	6300.00	In absence of Superintendent, the chain of command will be Assistant Superintendent, Special Ed Director, TLC Principal.	chain of command, emergencies
	School Boundaries	203.61	634.00		Boundaries established by school population.	boundaries, school zones
	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
	Evaluation of Administrators	302.00	650.00	6320.00	Contains all evaluations of staff and administrators	evaluations, parent, administrator, staff
	Administrator Evaluation Form	302.00a	650.00	6320.00	Evaluation form	evaluation, administrator
	Staff Perceptions of Admin	302.00b	650.00	6320.00	Survey	staff, perceptions, evaluations, teacher
	Parent Patron Perceptions	302.00c	650.00	6400.00	Survey	parent, evaluations, perceptions, patron
	Spanish Parent Patron Perceptions	302.00cs	650.00	6400.00	Survey	Spanish, parent, evaluations, perceptions, patrons
	ISLLC Multi-dimensional Principals	302.00d	650.00	6320.00	Survey	ISLLC, Multi-Dimensional
	Administrator Self Assess	302.00e	650.00	6320.00	Survey	self-assessment, administrator
	SP Staff Perceptions of Supervisor	302.00fs	650.00	6320.00	Survey	Spanish, staff perceptions, Supervisor, evaluation
	Staff Perceptions of Supervisor	302.00f	650.00	6320.00	Survey	Staff perception, supervisor, evaluation
	Administrative Meetings	305.00	652.00		Cabinet meetings will be held monthly with department heads and administrators.	cabinet meeting
	Administrative Advisory Meetings	306.17	654.00		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
700 SERIES - FINANCIAL MANAGEMENT						
	Fund Accounting System	801.00	710.00			
	Financial Audit	801.52	712.00		Financial Audits	financial, audits

	NAME OF POLICY	POLICY #			DESCRIPTION	SEARCH TERMS
		Current	New	ISBA		
	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	Budget - Public Review	annual ,budget, public
	Budget Adoption	801.61	726.00	7110	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		collection of money from vending machines	money, vending machines
	Soliciting and Accepting Grants or Donations	505.35	748.00		guidelines for staff who ask for donations or grants	staff, grants, soliciting, donations
	District Purchasing	803.3	750.00	7400	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	Form invitation for quotes	form, quotes
	District Purchasing RFP	803.30F5	750.00F5	7400	For RFP	Requests for proposal, RFP
	District Purchasing Procedure	803.30P1	750.00P	7400	procedures for purchases and receiving deliveries	purchasing, receiving, deliveries, quotes
	District Purchasing Contracted Services	803.30P2	750.50	7405	procedure for contracted services	procedure, contracted services
	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		Procurement card usage	procurement, card, charge
	Procurement Card Usage	803.40F	764.00F		P card user agreement	Procurement card, p card, user agreement
	Procurement Card Usage Procedure	803.40P	764.00P		P card user agreement	p card, user, agreement
	Capital Outlay and Fixed Assets	803.53	770.00	7210	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		Inventory	inventory
	Disposing of District Property	902.50	774.00		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		Guidelines to declare a financial emergency	financial, emergency
800 SERIES - NON-INSTRUCTIONAL OPERATIONS						
	Student Transportation	702.15	800.00		students eligible to ride the bus	students, buses, transportation
	Bus Loading Discipline	702.26	802.00		guidelines while students are loading buses	bus, loading, discipline, students
	Safety Busing Non-Instructional Operations	702.30	802.50	8110.00	guidelines when students are not safe to walk and need busing.	safety, busing, non-instructional, trips, students
	Travel-Extended out of Radius	702.47	804.00		travel for students who are out of radius and approval.	travel, out of area, out of radius, staff, students
	Activity Busing	702.46	806.00	8105.00	guidelines for activity trips and cost	activities, buses, clubs, athletics
	District Owned Vehicles	704.00	810.00	8170.00	use of district owned vehicles and their maintenance	district, owned, vehicles
	District Owned Vehicles	704.00P	810.00P	8170.00	use of district owned vehicles and their maintenance	district, owned, vehicles, procedure
	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	8180.00	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	8185.00	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	8160.00	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	5825.00	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	8200.00	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	8200.00	Guidelines to promote healthy students	students, wellness, health
	Nutrition	1007.00	834.00	8230	promotion of healthy schools supporting wellness, good nutrition, regular physical activity.	nutrition, wellness, physical
	Nutrition Standards	1007.20	834.20	8230	meals that meet federal standards	meals, nutrition, calorie
	Food Service	1007.10	836.00	8220	USDA food guidelines and qualification so food service staff	USDA, food, food service, breakfast
	School Meals	1007.30	836.40	8240	national school lunch and breakfast programs	lunch, breakfast

MCS D Policy Reorganization	
March 2017	
ISBA Policy Headings (Our current Series # & Titles)	Proposed MCS D Policy Headings
ISBA Subheadings	Proposed MCS D Subheadings
	000 SERIES - Education Philosophy
1000 SERIES - BOARD OF TRUSTEES (200 Board of Education)	100 SERIES - BOARD OF EDUCATION
Continuity of the Board	110 School Board Elections
School Board Elections	120 Organization and Government of the Board
Organization and Government of the Board	140 Governance/Policy
Governance	160 Principals of Operations
Principals of Operations	180 Board Meetings and Board Meeting Procedures
Board Meetings and Board Meeting Procedures	190 Board Ethics, Growth and Development
Board Ethics, Growth and Development	
2000 SERIES - INSTRUCTION (600 Educational Program)	200 SERIES - INSTRUCTION
Goals	200 Curriculum
Curriculum	210 Instructional Organization
Instructional Organization	220 Programs and Services
Programs and Services	230 Special or Alternative Instruction
Special or Alternative Instruction	240 Instructional Materials
Instructional Materials	260 Grading and Promotion
Grading and Promotion	270 Graduation
Graduation	280 Accreditation/Accountability
Accreditation	
3000 SERIES - STUDENT (500)	300 SERIES - STUDENT
Enrollment and Attendance	310 Enrollment
Student Rights and Responsibilities	320 Attendance
Student Protection	330 Student Rights
	340 Student Responsibilities
	350 Student Activities
	360 Internet & Technology
	370 Student Protection
	380 Student Records and Privacy
4000 SERIES - COMMUNITY RELATIONS (1000)	400 SERIES - COMMUNITY RELATIONS
Goals	410 Public Participation
Public Participation	420 Public Access/Media
Public Access	430 Relations with Government Agencies
Public Conduct	440 Gifts
Relations with Government Agencies	450 Volunteers
Gifts	460 Parents
Volunteers	
5000 SERIES - PERSONNEL (400 Staff)	500 SERIES - PERSONNEL
Goals	510 Hiring
Hiring	520 Employee Rights, Responsibilities and Conduct
Employee Rights, Responsibilities and Conduct	540 Compensation and Benefits
Compensation and Benefits	550 Certified Personnel Records
Certified Personnel Records	570 Employee Health and Welfare
Employee Health and Welfare	580 Employment Practices
Employment Practices	590 Classified Employees
Classified Employees	
6000 SERIES - ADMINISTRATION (300)	600 SERIES - ADMINISTRATION
Goals	610 Superintendent
Superintendent	630 District Organization
District Organization	650 Administrative Staff
Administrative Staff	670 Principals
Principals	
7000 SERIES - FINANCIAL MANAGEMENT (800 Business Procedures)	700 SERIES - FINANCIAL MANAGEMENT
Goals	710 Accounting System
Equivalence in Instructional Staff and Materials	720 Budget
Budget	740 Revenues/Bonds/Grants
Accounting System	750 Expenses/Purchasing
Revenues	770 Capital Outlay/Inventory
Expenses	790 Financial Emergency
Fees	
Financial Emergency	
8000 SERIES - NON-INSTRUCTIONAL OPERATIONS (700 Auxiliary)	800 SERIES - NON-INSTRUCTIONAL OPERATIONS
Goals	810 Transportation
Transportation	830 Wellness/Nutrition
Wellness	850 Emergencies
Emergencies	860 Risk Management
Risk Management	870 Records Management
Records Management	
Computer Software	
9000 SERIES - SCHOOL FACILITIES (Building And Sites)	900 SERIES - SCHOOL FACILITIES
Goals	900 Acquisition, Use, and Disposal of School Property
Acquisition, Use, and Disposal of School Property	910 Contractor License, Surety Bonds and Insurance
Contractor License, Surety Bonds and Insurance	920 Operation and Maintenance of District Facilities
Operation and Maintenance of District Facilities	950 Safety Program
Safety Program	960 Security
Security	970 Hazard Mitigation
Facilities Operations	980 Naming of School Facilities
Waste Management and Recycling	990 Memorials on School Grounds
District-Wife Asbestos Program	
Hazard Mitigation - Chemistry Lab Disposal	
Name of School Facilities (9800A1)	
Naming of School Facilities (9800A2)	
Memorials on School Grounds (Not Allowed)	
Memorials on School Grounds (Allowed)	