

# CHALLIS JOINT SCHOOL DISTRICT #181

## Policy and Procedure - C SERIES— HEALTH EMERGENCY POLICIES

While the C Series policies are in effect, they will supersede the corresponding non-emergency policies and procedures. Once the health emergency passes, the C Series policies can be suspended by the District, leaving the corresponding policies to come back into effect.

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## **Board/Staff Communications**

**1400C**

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

### **Staff Communications to the Board**

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

### **Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

### **Visits to Schools**

Trustees should be certain to visit each school of the District not less than once each school year to examine its condition and needs. Individual Board Members interested in visiting schools should, out of courtesy, make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

### **Visits to Schools During Health Emergency**

In the event that physical visits to schools by the Board are not possible, Board members may participate in virtual/online learning opportunities. Individual Board Members interested in participating in a virtual/online learning setting should, out of courtesy, make arrangements for such participation through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

### **Social Interaction**

Staff and Board Members share a keen interest in the schools and education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues and innovations, and general District problems can be anticipated.

### **Policy History**

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Board Goals and Objectives During Health Emergency**

**1620C**

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to District staff and to the public. To this end the Board will:

1. Periodically set performance objectives for the Board itself and evaluate their accomplishments;
2. Establish practical and simple goals and conduct a concrete review annually of performance against these goals;
3. Manage the school system in accordance with Board policy; and
4. Maintain two-way communication with the public served by the schools.

At the conclusion of the year, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished. Upon receipt and review of the report the Board shall:

1. Hold an evaluation of the objectives at a regular meeting or a work session with all Board Members present;
2. Develop a consensus of opinion on the objectives following a discussion by all Board Members; and
3. Develop both short- and long-range priorities to ensure continued proficiency in areas of excellence, to strengthen weak areas, and to eliminate those areas no longer applicable.

### **COVID-19 Planning**

During the COVID-19 emergency, the Board will review and evaluate its Goals and Objectives and identify gaps or weaknesses in carrying out its comprehensive philosophy of education in light of the pandemic. The Board shall adopt goals addressing the challenges raised by the pandemic.

### **Policy History**

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Applicability of Emergency Policy Series**

**1700C**

Upon temporary adoption by the Board, the provisions in the COVID-19 related emergency policies and procedures shall come into effect. These policies and procedures shall remain in effect until suspended by the Board. Any policy or procedure whose number ends with “C” shall supersede the policy or procedure with a number that is otherwise identical. These emergency policies and procedures shall govern in the event of any conflict or inconsistency between an emergency policy and other provision in the District policy manual. All other aspects of the District’s policy manual not affected by the provisions in the emergency section shall continue to be in full effect.

## **Adoption and Amendment of Policies**

New or revised policies that are required or have language changes based on practices required by State or Federal law or directive, required by administrative rule, or are required due to a declaration of emergency issued by the Board of Trustees or by a state or federal agency official or legislative body may be adopted after the first reading if notice has been given through the Board agenda provided to the Trustees and the public. All new or amended policies adopted as a part of the emergency policy series shall become effective immediately upon adoption’ unless a specific effective date is stated in the motion for adoption.

### **Cross Reference**

1205 School Board Powers and Duties  
1300 District Policy

### **Legal Reference**

I.C. § 33-313 Trustee Zones  
I.C. § 33-501 Board of Trustees  
I.C. § 74-202 Open Public Meetings – Definitions

### **Policy History**

Adopted on: 8/19/2020  
Revised on:  
Reviewed on:

## **COVID-19 Emergency Policies**

**1701C**

### **Governance and Management Rights**

In the event that the Superintendent must take measures to protect the health and safety of students, staff, and community members, action may be taken without immediate Board approval. Such action must be ratified or overturned by the Board within five working days.

### **Cross Reference**

1300 District Policy

### **Policy History**

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Lesson Plan**

**2110C**

To ensure proper planning and continuity of instruction, the Board requires each teacher to prepare daily lesson plans for instruction. To facilitate more effective instruction, lesson plans must be prepared in advance of the actual class presentation. The format for the lesson plan will be specified by the building principal and shall be reviewed on a regular basis. The lesson plan must be readily available when a substitute teacher is needed.

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and
3. The daily activities that address the needs of students.

Planning should include:

1. Statements of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Planning should be creative, challenging, and continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students. Due to the current pandemic, such flexibility and planning shall be required to include a plan to transition to remote learning.

### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Health Emergency Related School Closure**

**2210PC**

The Superintendent may choose to temporarily close any school within the District if he or she determines it is necessary to do so to protect student or personnel health or safety. The Superintendent may close the school for up to four days. Any closure of greater length may only be approved by the Board. Likewise, the decision to reopen the school following a closure of more than four days may only be approved by the Board. Such decision shall be made in coordination with local health officials.

The Superintendent shall determine whether or not instruction should be provided remotely or via a blended in-person/remote model based, in part, on the anticipated length of the closure. In the event of a closure, the Superintendent shall work with the Board Chair to hold a special meeting to inform the Board of the closure and related issues.

The Superintendent shall consider at least the following in determining whether to close a school or schools:

1. Any guidance provided by the local health district;
2. The level of community transmission as described in the Idaho Back to School Framework 2020 promulgated by the Office of the Governor, the Idaho State Board of Education, the State Department of Education, and the Idaho Department of Health and Welfare; and
3. Whether a person known to be infected with COVID-19 has been in the school building.

The Superintendent shall contact local media to report any decision to close a school and shall inform impacted employees and parents/guardians of impacted students by 9:00 pm the night prior.

### **Work Schedules and Responsibilities for School Closures**

The Superintendent shall determine which employees must report to work during a closure and whether they should do so remotely or in person.

#### **Procedure History**

Promulgated on: 8/19/2020

Revised on:

Reviewed on:

## **Homebound, Hospital, and Home Instruction**

**2370C**

The Board directs the Superintendent to work with any staff members he or she deems appropriate to create plans for remote learning. These plans shall allow for instruction of homebound students.

Such students shall be included in calculating the average daily attendance.

### **Legal References**

I.C. § 33-1001 Foundation Program — State Aid — Apportionment - Definitions

I.C. § 33-1003A Calculation of Average Daily Attendance

### **Policy History**

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Participation in Commencement Exercises**

**2720C**

### **Statement of Policy**

A student's opportunity to participate in the commencement exercises of the District's graduating class is a privilege. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the State and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diploma at that time.

### **Organization and Content of Commencement Exercises During Health Emergency**

The school administration shall exercise plenary control over all aspects of any graduation ceremony held within the District. The ceremony may be conducted in person in any other manner deemed safe and appropriate for the event, including but not limited to an online or virtual graduation ceremony.

School principals are encouraged to use innovative approaches to hold a ceremony which celebrates students' completion of high school while maintaining social distancing, avoiding the gathering of large crowds, and minimizing the touching of shared objects. The Board shall review and may approve or deny each high school's plans for commencement exercises.

The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing. The principal shall review and approve the student's address, poem, reading, song, musical presentation, or any other pronouncement of their choosing prior to its presentation to the audience attending the graduation ceremony to ensure that there is no conflict with the Establishment Clause found in the First Amendment to the United States Constitution, The Idaho Constitution, or the laws of the State of Idaho.

### **Legal References**

U.S. Const. amend. I, cl. 1-2 Free Exercise and Establishment Clauses of the First Amendment

Id. Const. art. IX, § 6 Religious Test and Teaching in School Prohibited

I.C. § 33-512 District Trustees - Governance of Schools

I.C. § 33-1603 Sectarian Instruction Forbidden

I.C. § 67-5909 Commission on Human Rights - Acts Prohibited

### **Policy History**

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Revised on:

Reviewed on:

## **Part-Time Attendance/Dual Enrollment**

**3030C**

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any program (curricular or extracurricular), subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this policy.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or Principal. The District will not be responsible for the student during non-enrollment hours or times. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

Additionally, the District shall have an option for joint enrollment in a regular public school and in an alternative school.

### **Admittance**

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

Birth certificate

Evidence of residency within the District

Immunization records (or an appropriate waiver)

Student records from the previously attended public school, if any, and any other records providing academic background information

Dual enrolled students may enter any program available to other students subject to the same responsibilities and standards of behavior and performance that apply to any student’s participation.

### **Extracurricular Activities**

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities (i.e., extracurricular activities) for which public school students must demonstrate academic proficiency or eligibility:

1. Eligibility standards must be met the same as other regular full-time student
2. The non-public school student must, on any state board of education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency

3. The non-public school student must achieve a minimum composite score or survey test score within the average or higher than average range as established by the test service utilized on any nationally normed test. The minimum score on each assessment is the fifth stanine for the battery total score. The parents or guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of 12 months from the date the test results are released
4. Non-public school students must be provided the opportunity to take state tests or other standardized tests given to all regularly enrolled public-school students when pre-arranged with the principal of the building where the student is registered. A fee may be assessed to cover extra administration costs
5. A non-public school student will be subject to the same requirements as public-school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student's primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non- public-school academic setting. The primary education provider shall also be responsible for the oversight of any other academic standards relating to participation in nonacademic activities

#### Priority

Priority for enrollment, when school programs reach maximum capacities of 23 students per classroom, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

#### Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the District's state fund, but only to the extent of the student's participation in District programs.

#### Transportation

All non-public school students will be eligible for District transportation services. A public charter school student or nonpublic student, upon admission to a school in this District, may ride a school bus on regularly scheduled routes (including activity bus routes) and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a dual enrollment student. If a dual enrollment student attends only part time, the District may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if

there is no available space, if the furnishing of such transportation would cause a deviation or alteration of the regularly established bus routes or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

### Graduation

In order to graduate from this District, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

### Mixed Curriculum

If a public charter school student or nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the dual enrollment student. It shall be the dual enrollment student's responsibility to contact the District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

### IDEA/ADA/Section 504 Students

Parents who wish dual enrollment students to be enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). Requests by parents for an evaluation of the student by the multidisciplinary or child study team shall determine if special services are appropriate for the student. Provided special services are needed by the student, programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

### Legal Reference

I.C. 33-203 Dual enrollment

I.C. 33-1001, et. seq. Average Daily Attendance IDAPA 08.02.03.111.13 Dual Enrollment

### Policy History

Adopted on: 8/19/2020

Reviewed on:

Revised on:

## **Attendance Policy During Health Emergency**

**3050C**

The Board of Trustees authorizes the Superintendent or designee to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board.

### **Policy History**

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Student Dress During Health Emergency**

**3255C**

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. Matters of dress remain primarily the responsibility of students, in consultation with their parents/legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning; minimizing disruptions or distractions; and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang (based upon the principal's or his or her designee's reasonable belief that gangs may be present in a school) is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy. Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs and short shorts and skirts will not be allowed. The Superintendent or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

### **Masks and Personal Protective Equipment**

Students are to wear a mask or other appropriate face covering that shields their mouth and nose while present in any school building when social distancing is not possible. The Board's decision regarding face coverings is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks. The usage of masks will follow the approved District Reopening Plan.

This policy's other provisions, including but not limited to its prohibition of pictures or symbols which are sexually explicit, violent, or signal gang membership, shall apply to face masks.

#### Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal or designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

#### Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents/guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

#### Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal or his or her designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

#### Accommodations

The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

#### Cross Reference

3255 Student Dress

#### Legal References

I.C. § 33-506 District Trustees - Organization and Government of Board of Trustees

I.C. § 33-512(6) District Trustees - Governance of Schools

#### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Student Health/Physical Screenings/Examinations During Public Health Emergency**

**3500C**

### **Healthy Hand Hygiene Behavior**

All students will engage in hand hygiene at times including, but not limited to, the following

1. Arrival at the facility and after breaks;
2. Before and after preparing, eating, or handling food and drinks;
3. Before and after administering medication or undergoing a health screening;
4. After coming in contact with bodily fluid;
5. After recess;
6. After handling garbage; and
7. After use of the restroom.

Hand hygiene includes, but is not limited to, washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

### **Health Screenings**

The Board may arrange each year for health services to be provided to all students. Such services may include, but are not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such

examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Legal References

20 U.S.C. § 1232h(b) Protection of Pupil Rights - Limits on Survey, Analysis, or Evaluations  
IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History

Adopted on: 8/19/2020

Revised on:

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**Symptoms of Illness**

Students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school.

Students who have a fever or exhibit other signs of illness while at school must be isolated in a designated area until such time as the student's parent/guardian may arrive at the school to retrieve the ill student. To the best of the District's ability, all surfaces and areas touched by the student should be thoroughly cleaned and disinfected by a designated staff once the student has vacated the area. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with Policy 3050.

Parents/guardians or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited to gatherings or to drop off or pick up students except as provided by this policy. To avoid exposing others to illness, parents/guardians who are ill must make arrangements with others to transport students to school events, if at all practicable. If not practicable, parents/guardians must not leave their vehicle during pickup or drop off and must arrange with the District staff to accompany the student to the vehicle in accordance with physical distancing guidelines.

The District encourages parents/guardians to keep students' home from school in accordance with CDC quarantine recommendations if the student has been in close contact with someone who has COVID-19.

**Student Arrival**

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the District will provide hand sanitizer containing at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

**Non-Invasive Daily Health Screening**

Designated staff are authorized to test the temperature of students with an approved no-contact or touchless temperature reader. Such temperature checks shall be conducted in a manner that ensures privacy and ensures only those with a need to know are informed if a student has a fever. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as a parent or caregiver may arrive at the school to retrieve the student. To the best of the District's ability, all surfaces and areas touched by the student should be thoroughly cleaned and disinfected by a designated staff member once the student has vacated the area. Such

sanitizing should be carried out by staff utilizing safety measures in accordance with state and/or local health standards as applicable.

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity, in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form comes to retrieve them.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

### Pediculosis (Head Lice)

Pediculosis is the infestation of the hair, skin, or pubic area with adult lice, larvae, or nits (eggs).

The psychological, social, and economic impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The principal, his or her designee, school nurse, or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem and list the procedures for treatment and requirements for reentering school.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. The student's parent/guardian must accompany the student upon their return to school and remain present during the recheck. With the presence of nits or lice at the time of recheck, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

All other children in the classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parents to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

### Legal Reference

I.C. § 33-512 District Trustees - Governance of Schools

### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Gatherings, Events, and Visitors to the Schools During Health Emergency 4140C**

For the duration of the health emergency, the District shall limit non-school meetings to be held on District property.

Physical meetings, gatherings, and events held on school property for school or District purposes should preferably be limited to outdoor areas including the stadium, field, or other open areas designated by the Board or Superintendent. All attendees at a meeting, gathering, or event are required to honor the applicable health and safety protocols including, but not limited to, physical distancing and sanitation. The District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions) must not attend District meetings, gatherings, or events in person. The District shall accommodate vulnerable individuals so they may participate in the meeting, gathering, or event via electronic means.

All visitors who are not simply picking up a pupil from school or attending a pre-approved meeting must receive explicit permission prior to entering the school property.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office and that any meeting must be pre-approved. This includes all parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall not be permitted except with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All pre-approved visitors to the classroom shall comply with the District's health and safety protocols.

Conferences should be held outside school hours or during the teacher's conference or prep time.

### **Loitering/Unauthorized Persons**

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of District policy may lead to removal from the building or grounds and denial of further access to District buildings or grounds.

Employees shall report to the principal any person loitering on or near a school building or school grounds. The principal may request such unauthorized individual leave or remove him or her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross References

4320 Disruption of School Operations

4420 Sex Offenders

Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## Work Day During Health Emergency

5210C

For purposes of this policy, work day for certificated employees is defined as the time an employee is expected to be on the school's premises or teleworking. The Board and administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the work day for the purposes of this policy. Work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

### Length of Work Day-Certified

Generally, certificated employees' work day is from 7:30-4:30 during the school year. Office Hours:

The office hours for the District Office are 7:30-5:00 M-Th

The office hours for Challis Jr/Sr High are 7:30-4:30 M-Th during the school year.

The office hours for Challis Elementary are 7:30-4:30 M-Th during the school year.

The office hours for the Stanley School are 8:00 – 4:30 M-Th during the school year.

### Telework Policies

Employees who have been pre-approved for telework may use the conditions outlined in Policy 5212C. In the case of school closures, additional employees may be approved to utilize Policy 5212C to report to work.

### Length of Work Day - Classified

The length of a classified work day is governed by the number of hours the employee is assigned. A "full-time" employee shall be considered to be an eight hours per day, 40 hours per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Normal office hours in the District will be 7:30 a.m. to 5:00 p.m.

### Breaks

A daily morning and afternoon rest period of 15 minutes may be available to all full-time, classified employees. Hourly personnel may take one 15-minute rest period for each four hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

### Cross Reference

5810 Compensatory Time and Overtime/Classified Employees

### Legal References

29 U.S.C. § 201 et seq. The Fair Labor Standards Act of 1985

29 C.F.R. Part 516 Records to be kept by Employers

### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Administrative Process for Employee Telework During Health Emergency 5212C**

The District recognizes telecommuting as a voluntary work plan, agreed upon between the District and the employee, in which the employee works at an alternative worksite on a regular basis on a specific schedule. This will be in accordance with the District approved Reopening Plan.

1. Telecommuting is an accommodation and not a District-wide benefit; and it in no way changes the terms and conditions of employment.
2. Not all jobs within the District are suitable for telecommuting/teleworking.
3. The supervisor, in consultation with the Superintendent, will approve or deny telecommuting requests after considering several factors, including, but not limited to the following:
  - i) Whether the position suitable for telecommuting;
  - ii) Whether the employee consistently demonstrates work habits that are well suited to telecommuting, including but not limited to self-motivation, self-discipline, the ability to work independently, a demonstrated commitment to effective use of technology, and a demonstrated record of meeting established performance expectations;
  - iii) Whether the telework plan meets the needs of students and serves the District's business and operational needs;
  - iv) Whether the employee has identified a sufficient basis to require an accommodation through a telework plan;
  - v) Whether the employee demonstrates a commitment to and assurance of providing students and colleagues with reliable, high quality, and efficient/timely service, commensurate with the needs of the District's strategic plan;
  - vi) Whether the employee has a plan for overcoming any potential loss of impact on and benefit from personal interactions with colleagues and students; and
  - vii) Whether the employee has a plan for addressing equity and adequacy of workloads among colleagues?
4. The employment relationship for an employee telecommuting stays the same as for employees not working from an alternative worksite. Compensation does not change, and the employee is expected to follow all existing job requirements, District policies, guidelines, and expectations that are in effect at the work site. In addition, the employee shall honor the following guidelines:
  - i) The employee shall be available by phone and e-mail during normal work hours. Absences, including unavailability during work hours, must be pre-approved.
  - ii) The employee shall promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
  - iii) The employee shall alter their schedule to attend mandatory meetings or other events that require a physical presence and/or as needed by the supervisor.

- iv) The employee shall assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.
  - v) The employee shall have adequate dependent care arrangements in place to ensure the employee's ability to telecommute.
  - vi) The employee shall report, at once, to their supervisor any injury that occurs at the alternative site during work hours.
  - vii) The employee shall refrain from having in-person meetings or instruction at the alternative worksite unless pre-approved by their supervisor.
5. Supervisors will regularly check employee compliance with telecommuting agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity, and time accountability.
6. Telecommuting plans are subject to change at the discretion of the District.

Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Health Examinations and Symptoms of Illness During Health Emergency 5235C**

### **Symptoms of Illness**

The District has a legal obligation to protect the morals, health, and safety of the District's students and personnel, and in furtherance of such has an obligation to prohibit the presence of and provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils. The District further has a legal obligation to assure that professional teaching personnel are free from contagious disease.

Staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Staff who have a fever or are exhibiting other signs of illness should likewise not come to school or work. All surfaces and areas should be thoroughly cleaned and disinfected by designated staff once the ill staff member has vacated the area.

Staff who are eligible to receive paid sick leave, personal leave, or other available forms of leave may use such leave while they are absent from work, in accordance with District leave policies.

Should a situation arise in which the Superintendent or designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness and that such illness:

1. Prevents or impairs the ability of the employee to perform his or her duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees;

The Superintendent or his or her designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Superintendent and may put such employee on a period of paid leave, pursuant to District and State statutory leave requirements, until such time as the examination and clearance to return to work has been obtained. Should such a request be made:

1. The requested examination shall be at the cost of the District;
2. The information obtained by the District as a result of the examination shall remain confidential and disclosed only to employees in a position to require knowledge; and
3. The employee shall not suffer any loss of compensation during the period of absence associated with the requested examination.

Cross Reference

5400C Personnel Use of Leave

Legal References

I.C. § 33-512 Governance of Schools

I.C. § 33-1202 Teachers - Eligibility for Certificate

Policy History

Adopted on: 8/19/2020

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Reviewed on:

## **Personnel Use of Leave During Health Emergency**

**5400C**

The Board believes that the provision of leave in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

The District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to inform District staff about leave options. The Superintendent or designee is authorized to implement this policy.

### **Sick Leave Bank**

School District staff may utilize accumulated leave in accordance with this policy, a negotiated master agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

### **Federal Law Controls Federal Leave Provisions**

Federal and state guidance may change following adoption of this policy. To the extent that any subsequently adopted guidance or federal regulation or other interpretation of the law results in a conflict between such guidance, regulation, or interpretation, the provisions contained in the most recent guidance, regulation, or interpretation shall apply. The District will take reasonable steps to ensure that staff are notified of any change in guidance or regulation that creates a conflict with this policy.

### **Emergency Paid Sick Leave**

In accordance with federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because they are quarantined in accordance with a Federal, State, or local government order or by the advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees may be eligible for two weeks (up to 80 hours) of paid leave paid at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order or by the advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition.

### **Emergency Family Medical Leave**

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee,

who has been employed for at least 30 calendar days, is unable to work due to a bonafide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

#### Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntary leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within 21 days, whichever comes first.

1. Whether or not the conduct at issue involves a possible:
  - i) Criminal act;
  - ii) Violation of the Code of Ethics for Idaho Professional Educators;
  - iii) A violation of federal or state education laws or regulations; or
  - iv) A violation of District Policy and/or Procedure.
2. Whether or not the conduct at issue involves the health, welfare, or safety of the District's students or employees.
3. Whether or not there is an event identified.
4. If the event involves an allegation of abuse of a student or minor, is there an "identified victim" or some other information that provides indicia of credibility.
5. If the event involves an allegation of abuse of a student or minor, is the report in question anonymous or are there any other indicia of credibility.
6. Whether or not there is an identified victim or identified event that the District could investigate.
7. Whether or not there is a concern that the presence of the employee on school property could be detrimental to the investigation process and/or a concern that the employee and/or the presence of the employee interfere with the investigation process.
8. Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.

### Sick Leave

Classified employees who regularly work 20 hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which he or she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract. The District may, in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse and children residing in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

### Accrual of Unused Sick Leave

Employees may accrue unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

### Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. “Immediate family” for purposes of bereavement leave shall mean father, mother, sister, brother, husband, wife, children (including sons and daughter-in-law’s), father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, and grandchildren). The Superintendent shall have the authority to give bereavement leave for up to five days. Bereavement leave of greater than five days must be approved by the Board. Such leave shall not exceed ten days.

### Personal and Emergency Leave

Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;

2. Leave will only be granted in units of half or full days;
3. Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week;
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or any other District recognized leave. During any personal leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

#### Legal References

42 U.S.C. §§ 2000(e), et seq. Title VII of the Civil Rights Act of 1964 Families First Coronavirus Response Act

I.C. § 33-513 District Trustees - Professional Personnel

I.C. § 33-1216, et seq. Teachers - Sick and Other Leave

I.C. § 33-1228 Teachers - Severance Allowance at Retirement

#### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

**Medical Examinations**

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

**Physical Examinations**

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a 30-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time, and temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

**Daily Health Screenings**

Employees will self-report symptoms of oncoming illness prior to arriving at work and will immediately notify supervisor if symptoms develop during the work day.

**Contagious or Infectious Diseases**

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by the District that he or she has a contagious or infectious disease which could be life threatening to an immune compromised person. The school nurse or other designated person must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (i.e. airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the

employee's primary care provider prior to the employee's return to work.

#### Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know, such as those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person, will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

#### Legal References

29 U.S.C. § 794 Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal grants and programs

42 U.S.C. §§ 12101, et seq., & 12131, et seq. The Americans with Disabilities Act of 1990

29 C.F.R. §1630.14(c) Medical examinations and inquiries specifically permitted - Examination of Employees

#### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## Prevention of Disease Transmission During Health Emergency

5610C

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

### Healthy Hand Hygiene Behavior

All staff will engage in hand hygiene at times including, but not limited to, the following:

1. Arrival to the facility and after breaks;
2. Before and after preparing, eating, or handling food and drinks;
3. Before and after administering medication or undergoing health screenings;
4. After coming in contact with bodily fluid;
5. After recess;
6. After handling garbage ;
7. After use of the restroom; and
8. After assisting students with handwashing.

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizers containing at least 60% alcohol can be used if soap and water are not readily available.

### Masks as Personal Protective Equipment

Students are to wear a mask or other appropriate face covering that shields their mouth and nose while present in any school building when social distancing is not possible. The Board's decision regarding face coverings is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks. The usage of masks will follow the approved District Reopening Plan.

### Policy History

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Revised on:

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## **Transportation Funds During Periods of Emergency Declaration**

**8103C**

In the event of a declaration of a national, state, or local emergency, mileage related to tasks including but not limited to, the delivery of food, instructional materials, and other trips supporting the continuation of educational services shall be considered reimbursable mileage.

Guidance on tracking miles during the emergency declaration will come from the State Department of Education.

The Board of Trustees authorizes these expenditures of its budgeted transportation funds in addition to traditionally authorized expenditures. Such authorization is pursuant to guidance issued from the Idaho State Board of Education and the Superintendent of Public Instruction.

### Cross Reference

3060 Education of Homeless Children  
8110 Safety Busing  
8120 Bus Routes, Stops and Non-Transportation Zones

### Other References

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

### Policy History

Adopted on: 8/19/2020  
Revised on:  
Reviewed on:

## **Bus Routes, Stops, and Non-Transportation Zones During Health Emergency**

**8120C**

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

### **Definitions**

- “Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action. See Policy 8110 Safety Busing.
- “Non-Transportation Zone” shall mean an area of the District designated by the Board which is not served by District transportation because of scarcity of students or remoteness, or because the condition of roads makes such service impractical.

### **Establishing Bus Routes**

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

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. See Policy 8110 Safety Busing, Exhibit 1.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Superintendent or designee for any request of change in routes, stops, or schedules.

Challis School District bus routes will utilize only roads that are regularly maintained by a City, County, State or Federal Agency.

The district shall always retain the authority to limit or restrict service on any road whether maintained or not. Further, safety of the school children shall be of primary concern in extending service or approving existing service. Patron convenience and road conditions shall also be considered in the programming of bus routes. Any route extension must not require student(s) to board the bus before 6:00 a.m.

### **Bus Stops**

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather

conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Students should adhere to the health and safety guidelines outlined by the District while waiting to load and unload the school bus.

#### Delay in Schedule

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

#### Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver.

There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his or her assistants. During a time of a federal, state, or local emergency, pupils will adhere to physical distancing or other safety measures while riding on District-provided transportation.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

#### Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program.

Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

#### Safety

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

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

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which, by this reference, is incorporated and attached to this policy. The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his or her passengers. Failure to use the system constitutes negligence on the part of the driver.

#### Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with his or her best judgment.

Drivers should regularly submit information on unsafe road or other conditions.

The Board may develop guidelines in cooperation with the Superintendent to assist him or her in making such decisions.

#### Cross Reference

8110 Safety Busing

#### Legal Reference

I.C. § 33-1501 Transportation Authorized

I.C. § 33-1502 Bus Routes—Non-Transportation Zones

I.C. § 49-1422 Overtaking and Passing a School Bus

#### Other References

Standards for Idaho School Buses and Operations Idaho Department of Education; Idaho's  
School Bus Driver Training Classroom Curriculum

#### Policy History

Adopted on: 8/19/2020

Revised on:

Reviewed on:

## **Student Conduct on Buses During Health Emergency**

**8140C**

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events as well as additional specific transportation safety rules. All students are expected to adhere to all health and safety protocols outlined by the District, including but not limited to, sitting far apart from other students they don't reside with, wearing facial coverings, etc. while riding on District-provided transportation. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses.

Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval. A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

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

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

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

### **Discipline of Students with Disabilities**

1. If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regard to the student and transportation. The process for a suspension from bus transportation depends on whether bus transportation is identified on the IEP:
2. If bus transportation is included in the IEP, a suspension from the bus shall be treated as a suspension from school. An exception to this is if the District provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
3. If bus transportation is not included in the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent

would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

Cross References

3330 Student Discipline

8130 Transportation of Students with Disabilities

Legal References

I.C. § 33-205 Denial of School Attendance

I.C. § 33-1501 Transportation Authorized

Policy History

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

**National School Lunch Program and the National School Breakfast Program**

1. The full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in Schools regulations and offer a variety of fruits and vegetables. All of the grains served shall be whole grain rich;
2. The meals served will be appealing and attractive to children; and
3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

**Breakfast**

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

1. To the extent possible, operate the School Breakfast Program;
2. To the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfast, or breakfast during morning break or recess;
3. Notify parents and students of the availability of the School Breakfast Program; and
4. Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

**Lunchroom Climate**

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

**Meal Times and Scheduling During Health Emergency**

District schools, to the greatest extent possible, should:

1. Provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
2. Schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:00 AM and 2:00 PM. To the extent practicable, stagger meal periods in order to provide adequate physical distancing between students as outlined in Policy 9405C

3. Not schedule tutoring, club or organizational meetings, or activities during mealtimes unless students may eat during such activities;
4. Schedule lunch periods in elementary schools to follow recess periods;
5. Provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
6. When necessary, provide meals to students while they are seated in their classrooms.
7. Take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

Legal References

42 U.S.C. 1751 et seq. National School Lunch Act

7 CFR Part 210 Nutrition School Lunch and School Breakfast Programs: Final Rule  
Smart Snacks in School Regulations by the United States Department of Agriculture

Policy History

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## **Student Health – Physical Distancing During Health Emergency**

**9405C**

Students, staff, volunteers, and visitors will maintain a six-foot social distance between themselves and other people throughout the school day in any District building, on school provided transportation, and on District property before and after school. Staff members will arrange classrooms and restructure courses, transportation services, and food services to meet this standard to the best of their ability.

Drop off and pick up of students will be completed outside the school building in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations.

Authorized visitors to the school will maintain a six-foot distance between themselves and others. The distancing requirement does not apply to individuals who are a part of the visitor's regular household isolation group when the visitor is authorized to be present at the facility.

### Policy History

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