

Section 8000

# Non-Instructional Operations

Section 8000  
**Non-Instructional Operations**

Table of Contents

Transportation .....	8100
Safety Busing .....	8110
Transportation of Students with Disabilities.....	8130
Student Conduct on Buses .....	8140
Unauthorized School Bus Entry.....	8150
Local Wellness.....	8200
District Nutritional Standards .....	8230
Guidelines for Food and Beverages Sold Individually .....	8250
Vending Machines .....	8260
Fire Drills and Evacuation Plans.....	8320
Emergency Drills Rules and Procedures.....	8320P
Activity Trips .....	8400
Record Retention .....	8605
Health Insurance Portability and Accountability Act .....	8610

**NON-INSTRUCTIONAL OPERATIONS**

**8100**

Transportation

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

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

1. Transportation to and from school shall be furnished without charge by the School District to students who live one and one-half mile from the school to which they have been assigned. Determination of the distance shall be made by the Idaho Department of Transportation and shall be measured according to the shortest possible walking route which a student might take to reach the school.
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay mileage to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

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

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

Cross Reference: 8110 Safety Busing  
Legal Reference: I.C. §33-1501 Transportation Authorized  
I.C § 33-1503: Payments when Transportation Not Furnished  
IDAPA 08.02.03.109 Special Education

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

Policy History:

Adopted on:

Revised on: April 12, 2017

**NON-INSTRUCTIONAL OPERATIONS**

**8110**

Safety Busing

Safety busing is the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board of Trustees, the age, health, and/or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than 1½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting 50 mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school, which by this reference is incorporated and attached to this policy as Exhibit 1.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the student’s home to school, using the Board approved measuring instrument. The Superintendent or his or her designee is directed to review all existing safety busing locations at intervals of no more than three years.

Cross Reference: 8100 Transportation  
Legal Reference: I.C. §33-1501 Transportation Authorized

Other Reference: <http://www.sde.idaho.gov/student-transportation/files/forms-lists/regulations/SISBO-Manual.pdg>  
Standards for Idaho School Buses and Operations

Policy History:  
Adopted on:  
Revised on: April 12, 2017

## **NON-INSTRUCTIONAL OPERATIONS**

**8130**

### Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

- (a) travel to and from school and between schools;
- (b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities;
- (d) other services that support the student's use of transportation, such as:
  - 1. special assistance (e.g., an aide on the bus and assistance getting on and off the bus);
  - 2. safety restraints, wheelchair restraints, and child safety seats;
  - 3. accommodations (e.g., preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route); or
  - 4. training for the bus driver regarding the student's disability or special health related needs.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

### Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference: 3340            Corrective Actions and Punishment  
                          8140            Student Conduct on Buses

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act  
                          IDAPA 08.02.03.109 Special Education  
                          Idaho Special Education Manual

Policy History:

Adopted on: May 9, 2007

Revised on:

## **NON-INSTRUCTIONAL OPERATIONS**

**8140**

### Student Conduct on Buses

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 or at school activities, functions or events, and additional specific transportation safety rules. All school rules are in effect while a student is riding a district vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and 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**

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 regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same

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

Cross Reference: 3330 Student Discipline  
8130 Transportation of Students with Disabilities  
Legal Reference: I.C. § 33-1501 Transportation authorized  
I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: May 9, 2007

Revised on:

Jefferson Joint School District #251

**NON-INSTRUCTIONAL OPERATIONS**

**8150**

Unauthorized School Bus Entry

The Board of Trustees hereby instructs the superintendent to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

**NOTICE**

A person shall be guilty of a misdemeanor if that person:

- (a) Enters a school bus with intent to commit a crime;
- (b) Enters a school bus and disrupts or interferes with the driver; or
- (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference: I.C. § 18-1522 Unauthorized School Bus Entry—Notice

Policy History:

Adopted on: May 9, 2007

Revised on:

**Jefferson School District No. 251**

**NONINSTRUCTIONAL OPERATIONS**

**8200**

Local School Wellness

It is the goal of the Jefferson School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Jefferson School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes

to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced risk of mortality and development of many chronic diseases as adults.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

### Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

### Goals for Wellness Promotion

To ensure the health and well-being of all students, it is the policy of the District to:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices;
2. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools standards. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times;
3. Ensure that non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. This includes food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities that take place outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);
4. It is recommended that celebrations that involve food during the school day be limited to no more than one party per class per month. It is also recommendation that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

5. Support and promote dietary habits contributing to students' health and academic performance. All foods available on school grounds and at school-sponsored activities during the school day should meet or exceed the Smart Snacks in Schools nutrition standards. Wholesome foods produced in Idaho should be available and actively promoted in a healthy school environment. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration of variety, appeal, taste, safety, and packaging to ensure high quality meals.
6. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors including good nutrition and regular physical activity;
7. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits;
8. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
9. Provide District staff with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change; and
10. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.

### Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

### Community Participation

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public are all permitted to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall periodically measure and make available to the public an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at

the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website.

### Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

Cross-Reference:      2310                      Nutrition Education  
                                 2315                      Physical Activity Opportunities and Education  
                                 8230                      Nutrition Standards

Legal Reference:      Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004  
                                 Pub.L. 111-296 Healthy, Hunger-Free Kids Act of 2010  
                                 7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs:  
                                 Final Rule  
                                 Smart Snacks in School Regulations by the United States Department of  
                                 Agriculture

Other Reference:      <http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

### Policy History:

Adopted on: June 11, 2014

Revised on: October 12, 2016

## **Jefferson School District No. 251**

### **NONINSTRUCTIONAL OPERATIONS**

**8230**

#### Nutrition Standards

The District shall provide school meals which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District strongly encourages the sale or distribution of nutrient dense, Smart Snack compliant, foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of foods and beverages on school grounds.

The standards focus on reducing sugar, sodium, and high-fat foods and increasing healthy food items like whole grains, fruits, and vegetables.

**Calorie Range:** Schools shall ensure the meals offered to children comply with USDA calorie levels.

**Trans Fat:** Schools shall eliminate foods containing trans-fat on the nutrition label.

**Whole Grains:** All grain offerings shall be whole grain rich.

**Fruits and Vegetables:** Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

**Milk:** Schools shall offer fat-free and low-fat unflavored milk at all points of service. Schools shall strive to eliminate 2% and whole milk offerings. Flavored milk offerings must be skim milk.

**Water:** Schools shall make water available to students during meal service.

**Legumes:** Schools shall offer legumes (dry beans and peas) at least one time per week.

**Sodium:** Schools shall limit sodium to meet NSLP and SBP standards.

Condiments: Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.

Cross Reference:           8250           Guidelines for Food and Beverages Sales

Legal Reference:           42 U.S.C. 1751 et seq. National School Lunch Act  
7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs:  
Final Rule  
Smart Snacks in School Regulations by the United States Department of  
Agriculture  
Smart Snacks in School Policy by the Idaho State Department of  
Education Child Nutrition Programs

Other Reference:           <http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Policy History:

Adopted on: June 11, 2014

Revised on: October 12, 2016

Guidelines for Food and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips and fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt and fruit parfaits
- Jell-o and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and skim milk products
- Pure ice cold water

**Elementary Schools.** The school food service program will approve and provide all food beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meals programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages

**Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non-dairy beverages (to be defined by USDA);

**Not allowed:** soft drinks containing caloric sweeteners; sport drinks; iced teas, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat free chocolate milk which contain trivial amounts of caffeine.

### Foods

A food item sold individually:

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- will have no more than 35% of its weight from added sugars;
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

**Portion Sizes.** Limited portion sizes of foods and beverages sold individually to those listed below:

- one and on-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- one ounce for cookies;
- two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- eight ounces for non-frozen yogurt;
- twelve fluid ounces for beverages, excluding water; and
- the portion size of a la carte and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary emphasis on serving fruits and

vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursement through the National School Lunch Program.

**Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold individually. The district will disseminate a list of healthy party ideas to parents and teachers.

### **Fundraising Activities and Concessions**

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at lower profit margin to encourage selection by students.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performance). Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually.

### **Foods of Minimal Nutritional Value as Defined by USDA:**

- Soda Water: Any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein;
- Water Ices: Any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice;
- Chewing Gum: Any flavored products for natural or synthetic gums and other ingredients that form an insoluble mass for chewing;
- Certain Candies: Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients; and
- Hard Candy: A product made predominantly from (Sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as

sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.

Cross-Reference: 3420 Student Fund Raising Activities

Policy History:

Adopted on: June 11, 2014

Revised on:

**Jefferson School District No. 251**

**NONINSTRUCTIONAL OPERATIONS**

**8260**

Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what times will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of trustees. Revenues may be spent only on those purposes for which general revenue may be expended.

**Vending Machine Use**

1. Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.
2. Middle Schools/Junior High Schools: Vending machines may be operated in middle schools/junior high school. All vending sales shall comply with policies regarding individual food sales.
3. High Schools: Vending machines may be operated in high schools. All vending sales shall comply with policies regarding individual food sales.

**Vending Machine Nutrition Standards**

The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

**Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- The consumption of nutrient dense foods (i.e., whole grains, fresh fruits and vegetables) shall be encouraged.

**Beverages:**

- Vending sales of pop or artificially sweetened drinks will not be permitted on school grounds;
- The non-vending sale of pop or artificially sweetened drinks will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day;
- The vending sale of beverages, other than soda, with less than ten percent (10%) fruit juice may begin at the conclusion of the instructional day; and
- Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.

**Candy:**

- Vending sales of candy will not be permitted on school grounds;
- Non-vending sales of candy will be permitted at the conclusion of the instructional day; and
- Candy is defined as any time that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), or syrup) listed as one of the first two ingredients.

Cross-Reference:    7260   Student Activity Funds  
                          8245   Competitive Food Services

Legal Reference:    I.C. 33-523(4)       Governance of Schools  
                          I.C. 33-705         Activity Funds

**Policy History:**

Adopted on:   June 11, 2014

Revised on:

Fire Drills and Evacuation Plans

Goal

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

Frequency

Monthly Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

Time

Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish a complete evacuation.

Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school district.

#### Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

#### Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy assembly point
  - b. The location of fire hydrants.
  - c. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Manual fire alarm boxes
  - g. Portable fire extinguishers
  - h. Occupant-use hose stations
  - i. Fire alarm enunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

Legal Reference: I.C. § 41-253 Adoption of International Fire Code  
I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title 01,  
Chapter 50, "Adoption of the 2006 *International Fire Code*."  
2006 Idaho Fire Code

Policy History:

Adopted on: March 10, 2010

Revised on:

**Jefferson School District No. 251**

**NONINSTRUCTIONAL OPERATIONS**

**8320P**

Emergency Drills Rules and Procedures

The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in the school:

1. Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
2. A distinct alarm signal will be used for emergency drills only; another signal will be established by District Administration for return to class.
3. No student or staff member is to remain in the building during emergency drills.
4. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
  - a. Seeing that windows and doors are closed with doors locked.
  - b. Assuring that electrical equipment and gas jets are turned off.
  - c. Maintaining order during the evacuation.

d. Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator.

A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.

Cross Reference: 8320 Fire Drills and Evacuation Plans

Policy History:

Adopted on: March 10, 2010

Revised on:

Jefferson Joint School District #251

**NON-INSTRUCTIONAL OPERATIONS**

**8400**

**Busing for Student Activities**

Transportation will be provided for student activities that are approved by the School District Administration. A transportation cost may be charged for activity travel that is not part of the reimbursement schedule adopted by the State Department of Education. Any such transportation fee schedule shall be established and approved by the Board of Trustees.

Policy History:

Adopt on:

Revised on:

Jefferson Joint School District #251

**NON-INSTRUCTIONAL OPERATIONS**

**8605**

**Retention of District Records**

In compliance with Idaho Code § 33-506, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

**Method of Destroying Official Records**

The district's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

**Suspending of Destroying Official Records**

The district will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If the district receives a Freedom of Information Act (FOIA) request;
2. If the district believes that an investigation or litigation is imminent, or
3. If the district is notified that an investigation or litigation has commenced.

The Superintendent and Board Clerk are responsible for carrying out this policy. If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

### DISTRICT RECORDS RETENTION SCHEDULE

<b>Retention Codes</b>	
AC—After closed, terminated, completed, expired, settled, or last date of contact FE—Fiscal Year End (June 30 <sup>th</sup> )	LA—Life of Asset PM—Permanent US—Until Superseded
<b>RECORDS DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>ADMINISTRATION—ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>PM</b>
<b>ADMINISTRATION—ATTENDANCE—Enrollment attendance data</b>	<b>3 yr</b>
<b>ADMINISTRATION—BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes</b>	<b>Not less than 8 months following election</b>
<b>ADMINISTRATION—BALLOTS FOR BOND ELECTIONS</b>	<b>a. Not less than 60 days after bonds have been delivered to purchaser</b> <b>b. Not less than 8 months following bond election</b>
<b>ADMINISTRATION—CONTRACTS AND LEASES</b>	<b>AC +6 yr</b>
<b>ADMINISTRATION—GENREAL CORRESPONDENCE</b>	<b>3 yr</b>
<b>ADMINISTRATION—DONATION/GIFT RECORDS</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES: Official minutes and agenda of open meetings</b>	<b>PM</b>
<b>ADMINISTRATION—BOARD MEETINGS—CLOSED: Certified agendas or tape recordings of closed meeting</b>	<b>PM—Restricted Access</b>
<b>ADMINISTRATION—ORGANIZATION CHARTS: Any documentation that shows program accountability</b>	<b>PM</b>
<b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>	<b>AC +3 yr</b>
<b>ADMINISTRATION—OFFICIAL STATE</b>	<b>PM</b>

<b>DEPARTMENT REPORTS</b>	
<b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>	<b>PM</b>
<b>ANNUAL REPORTS</b>	<b>PM</b>
<b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	<b>PM</b>
<b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports and other reference material. Records are often compiled in a notebook for each member.	<b>AC +3 yr</b> NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
<b>BOARD RECORDS</b> —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	<b>PM</b>
<b>COMPUTER SYSTEMS—BACKUPS</b> —Backups on tape, disk, cd, dvd, etc. CAUTION: Records stored in this format can be subpoenaed during litigation.	<b>US or 1 year</b>
<b>EQUIPMENT—HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	<b>LA +3 yr</b>
<b>EQUIPMENT MANUALS</b> —Instruction and operating manuals	<b>LA</b>
<b>EQUIPMENT WARRANTIES</b>	<b>AD +1 yr</b>
<b>FACILITIES OPERATIONS—APPRAISALS</b> — Building or property	<b>3 yr</b>
<b>FACILITIES OPERATIONS—BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.	<b>PM</b> For leased structures retain AC +2
<b>FACILITIES OPERATIONS—BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.	<b>LA</b>

<b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>FE +3 yr</b>
<b>FACILITY OPERATIONS—PROPERTY DISPOSAL RECORDS—Documenting disposal of inventoried property</b>	<b>PM</b>
<b>FACILITY OPERATIONS—PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS—Property logs</b>	<b>US +3 yr</b>
<b>FACILITY OPERATIONS—SECURITY ACCESS RECORDS—Documents the issuance of keys, identification cards, passes, passwords, etc.</b>	<b>AC +2 yr</b> AC=Until superseded, date of expiration or date of termination, whichever is sooner
<b>FACILITY OPERATIONS—SURPLUS PROPERTY SALE REPORTS</b>	<b>PM</b>
<b>FACILITY OPERATIONS—UTILITY USAGE REPORTS</b>	<b>1 yr</b>
<b>FACILITY OPERATIONS—VEHICLE OPERATION LOGS</b>	<b>1yr</b>
<b>FISCAL—ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>FE +3 yr</b>
<b>FISCAL—ANNUAL FINANCIAL REPORTS</b>	<b>PM</b>
<b>FISCAL—ANNUAL OPERATION BUDGETS</b>	<b>FE + 3 yr</b>
<b>FISCAL—APPROPRIATION REQUESTS—Includes any supporting documentation in the appropriation request</b>	<b>FE + 3yr</b>
<b>FISCAL—FINAL AUDIT REPORTS</b>	<b>PM</b>
<b>FISCAL—BANK STATEMENTS</b>	<b>FE +3 yr</b>
<b>FISCAL—CANCELLED CHECKS—Stubs/Warrants/Drafts</b>	<b>FE +3yr</b>
<b>FISCAL—CAPITAL ASSET RECORDS</b>	<b>LA +3 yr</b>
<b>FISCAL—CASH RECORDS—Cash deposit slips; cash receipts log</b>	<b>FE +3 yr</b>
<b>FISCAL—DEEDS AND EASEMENTS—Proof of ownership and right-of-way on property</b>	<b>PM</b>
<b>FISCAL—Detail chart of accounts—One for all accounts in use for a fiscal year</b>	<b>FE +3 yr</b>
<b>FISCAL—EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE +3 yr</b>
<b>FISCAL—EXPENDITURE VOUCHERS—Travel, payroll, etc.</b>	<b>FE +3 yr</b>
<b>FISCAL—EXTERNAL REPORTS—Special purpose, i.e. federal financial reports, salary reports, etc.</b>	<b>FE +3 yr</b>
<b>FISCAL—FEDERAL TAX RECORDS—Includes FICA records</b>	<b>AC +4 yr</b> AC=Tax due date, date the claim is filed, or date tax is paid whichever is later
<b>FISCAL—FEDERAL FUNDING RECORDS—Title I;</b>	<b>FE +5 yr</b>

Chapter 2; Title VI-B	Or until all pending audits or reviews are completed
<b>FISCAL</b> —FEDERAL—USDA	<b>AC +3yr</b> AC=submission of final expenditure
<b>FISCAL</b> —GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	<b>FE +3 yr</b>
<b>FISCAL</b> —GRANTS—State and Federal	<b>AC +3 yr</b> AC=End of grant or satisfaction of all uniform administrative requirements for the grant CAUTION: Retention requirements may vary depending on the specific federal funding agency
<b>FISCAL</b> —INSURANCE CLAIM FILES	<b>AC +3 yr</b> AC=Resolution of claim
<b>FISCAL</b> —INSURANCE POLICIES—all types	<b>AC +5yr</b> AC=expiration or termination of policy according to its terms
<b>FISCAL</b> —LONG-TERM LIABILITY RECORDS—Bonds, etc.	<b>AC +4 yr</b> AC=retirement of debt
<b>FISCAL</b> —RECEIPTS JOURNAL OR REGISTER	<b>FE +3 yr</b>
<b>FISCAL</b> —RECONCILIATIONS	<b>FE +3yr</b>
<b>FISCAL</b> —REIMBURSABLE ACTIVITIES—Requests & approval for reimbursed expenses for travel, training, etc.	<b>FE +3 yr</b>
<b>FISCAL</b> —RETURNED CHECKS—Uncollectable warrants or drafts	<b>AC +3 yr</b> AC=After deemed uncollectible
<b>FISCAL</b> —SIGNATURE AUTHORIZATIONS—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3yr</b>
<b>LEGAL</b> —LITIGATION FILES--	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>LEGAL</b> —OPEN RECORDS REQUESTS—Documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>
<b>LEGAL</b> —OPINIONS AND ADVICE—Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>NEWS OR PRESS RELEASES</b>	<b>PM</b>

<b>PERSONNEL—ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Use to create and adjust employee leave balances	<b>FE +3 yr</b>
<b>PERSONNEL—APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC +2 yr</b> AC=Date position is filled
<b>PERSONNEL—BENEFIT PLANS</b>	<b>US +1 yr</b>
<b>PERSONNEL—COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution	<b>FE +3 YR</b> Caution: If a complaint becomes the subject of litigation, it is subject to a longer retention period
<b>PERSONNEL—CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance	<b>AC +3 yr</b> AC=Termination of corrective action. CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
<b>PERSONNEL—DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.	<b>AC +3 yr</b> AC=Termination of employment
<b>PERSONNEL—EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements	<b>AC +3 yr</b> AC= Termination of employment
<b>PERSONNEL—EMPLOYEE BENEFITS</b> —Documents relating to selection of benefits other than insurance	<b>US</b>
<b>PERSONNEL—EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>AC +3 yr</b> AC=Termination of counseling
<b>PERSONNEL—EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —Documents relating to all deductions of Pay	<b>AC + 3yr</b> AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
<b>PERSONNEL—EMPLOYEE EARNINGS RECORDS</b>	<b>4 yr</b>
<b>PERSONNEL—EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US</b>
<b>PERSONNEL—EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>AC +3 yr</b> AC=Termination of employment

<b>PERSONNEL—EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>
<b>PERSONNEL—EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire +50 yr</b>
<b>PERSONNEL—EMPLOYMENT ELIGIBILITY—</b> Documentation or verification of Federal report form INS I-9	<b>AC +4 yr</b> AC=Termination of employment, with a minimum of 4 years
<b>PERSONNEL—EMPLOYMENT SELECTION RECORDS—</b> all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.	<b>2 yr</b> CAUTION: Does not include criminal history checks
<b>PERSONNEL—FORMER EMPLOYEE VERIFICATION RECORDS—</b> Minimum information includes name, social security number, exact dates of employment and last known address	<b>Original date of hire +50 yr</b>
<b>PERSONNEL—GRIEVANCE RECORDS—</b> review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>AC +6 YR</b> AC=final decision on the grievance
<b>PERSONNEL—HIRING PROCESS—CRIMINAL HISTORY CHECKS—</b> Criminal history record information on job applications	<b>AC +1 yr</b> AC=After hiring decision made
<b>PERSONNEL—JOB PROCEDURE RECORD/JOB DESCRIPTION—</b> any document detailing duties of positions on position-by-position basis	<b>US +3 yr</b>
<b>PERSONNEL—LEAVE STATUS REPORT—</b> Cumulative report for each pay cycle showing leave status	<b>FE +3 yr</b>
<b>PERSONNEL—LIABILITY RELEASE FORM—</b> Statements of employees, patrons, etc. who have released the district from liability	<b>PM</b>
<b>PERSONNEL—LICENSE AND DRIVING RECORD CHECK</b>	<b>US</b>
<b>PERSONNEL—OVERTIVE AUTHORIZATION &amp; SCHEDULE</b>	<b>2yr</b>
<b>PERSONNEL—PAYROLL—DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US</b>
<b>PERSONNEL—PAYROLL-INCOME ADJUSTMENT AUTHORIZATION—</b> Used to adjust gross pay, FICA, retirement or compute taxes	<b>3 yr</b>
<b>PERSONNEL—PERFORMANCE APPRAISAL</b>	<b>2yr</b>
<b>PERSONNEL—PERSI ENROLLMENT FILE</b>	<b>6 yr from filing date</b>
<b>PERSONNEL—PERSI RECORD OF HOURS WORKED—</b> Irregular help, half-time or greater	<b>Date of hire +50 yr</b>
<b>PERSONNEL—PERSI TERMINATION RECORD</b>	<b>6 yr</b>
<b>PERSONNEL—PERSONNEL INFORMATION—</b> Documents that officially change pay, titles, benefits, etc.	<b>2 yr</b>
<b>PERSONNEL--POLICY AND PROCEDURES MANUAL—</b> any manual, etc. that establishes standard employment procedures	<b>PM</b>

<b>PERSONNEL—RESUME-UNSOLICITED</b>	<b>1yr</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> –Requests submitted, approvals, number of hours transferred in and out, etc.	<b>FE +3 yr</b>
<b>PERSONNEL—TIME CARD AND TIME SHEET</b>	<b>3 yr</b>
<b>PERSONNEL—TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>FE +3 yr</b>
<b>PERSONNEL—TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL—</b> Records documenting training, testing or continued education	<b>AC +3yr</b> AC=Termination of employment
<b>PERSONNEL—UNEMPLOYMENT CLAIM RECORD</b>	<b>3yr</b>
<b>PERSONNEL—UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC +3 yr</b>
<b>PERSONNEL—W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>
<b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>	<b>AC +10yr</b> AC=Expiration of policy
<b>PROCUREMENT—PERFORMANCE BOND—</b> Bonds posted by individuals or entities under contract with District	<b>PM</b>
<b>PROCUREMENT—PURCHASING LOG—</b> Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>FE +3 yr</b>
<b>PROCUREMENT—BID DOCUMENTATION—</b> Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	<b>FE +3 yr</b> <b>CAUTION:</b> If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
<b>RECORDS MANAGEMENT—RECORDS RETENTION SCHEDULE; DISPOSITION LOG</b> (listing records destroyed or transferred); <b>CONTROL MATERIALS</b> (indexes, card files, etc.); <b>DESTRUCTION APPROVAL SIGN-OFFS</b>	<b>PM</b>
<b>SAFETY—ACCIDENT REPORTS</b>	<b>8 yrs*</b> For Minors, 8 yrs after minor reaches age of 18
<b>SAFETY—DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>PM</b>
<b>SAFETY—EVACUATION PLANS</b>	<b>PM</b>
<b>SAFETY—FIRE ORDERS—</b> Issued by fire marshal to correct deficiencies in compliance with the fire code	<b>AC +3 yr</b> AC=Deficiency corrected
<b>SAFETY—HAZARDOUS MATERIALS DISPOSAL RECORDS—</b> Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29	<b>PM</b>

CFR § 1910.1200(g).	
<b>SAFETY—INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature	<b>3 yr (or 30 yr*)</b> *Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1)
<b>SAFETY—INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment	<b>AC +3 yr</b> AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.
<b>SAFETY—MATERIAL DATA SAFETY SHEETS</b>	<b>30 yrs after the end of use of the substance</b>
<b>SAFETY—WORKPLACE CHEMICAL LISTS</b>	<b>30 yr</b>
<b>STUDENTS—EDUCATION RECORDS</b> —Student’s name, birth date, last address, dates of attendance, graduation date and grades earned	<b>PM</b>
<b>STUDENTS—SPECIAL EDUCATION RECORDS</b> —Educational records, including eligibility documentation and IEPs	<b>FE +5yr</b>
<b>VEHICLE—INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>LA +1 yr</b>
<b>VEHICLE—TITLE AND REGISTRATION</b>	<b>1 yr</b>
<b>VOLUNTEER RECORDS</b> —Records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	<b>AC +3 yr</b> AC=End of term of volunteer or intern
<b>WEBSITE/WEB PAGES—INTERNET/INTRANET</b> —System development documentation for initial setup; subsequent changes and content of pages	<b>PM</b>

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds  
I.C. § 33-407 Return of canvass of elections  
I.C. § 33-508 Duties of Clerk  
I.C. § 56-209h Administrative Remedies  
SDE Administrator’s Handbook 1.43  
Federal Regulation  
Idaho Records Management Guide, November, 2004

Policy History:

Adopted on:

Revised on

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquires, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

This policy and any other policies, procedures, or directions relating to the implementation of the Health Insurance Portability and Accountability Act of 1996 are to be documented in written form. This documentation may be electronic. Such records are to be retained for at least six (6) years following their creation or last date effective, whichever is later. These documents will be made available to those responsible for implementing the procedures to which the documentation pertains.

This documentation shall be reviewed periodically, and updated as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Legal Reference: Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, 42 U.S.C. 1320d-1320d-8; 45 CFR Parts 160 and 164.

Health Insurance Portability and Accountability Act of 1996 regulations, 45 C.F.R 164.316

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

#### Policy History

Adopted on: January 9, 2013

Revised on: