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## Swan Valley School District No. 92

### NONINSTRUCTIONAL OPERATIONS

8000

#### Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

#### Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District No. 92

### NONINSTRUCTIONAL OPERATIONS

8100

#### Transportation

The Board's primary concerns in providing transportation services to students are the safety and protection of the health of students.

#### Requirements

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

1. Resides at least one and one-half (1-1/2) miles from the nearest appropriate school (determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be); or
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.

Although the District will not transport students between childcare facilities, if a student attends one of the following, transportation may be provided:

1. Day care center
2. Family day care home; or
3. A group day care facility

The type of transportation provided by the District may be by a school bus or other vehicle or by making payments to parents/guardians for individually transporting the pupil. The Board may pay board and room reimbursements to a parent when a pupil resides within a non-transportation area (an area of a school district designated by the Board as impracticable, by reason of scarcity of students, remoteness or conditions 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, when practical and when the full costs of such transportation is recovered.

#### Homeless Students

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

## Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

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.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

### Cross Reference:

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

### Legal Reference:

20 USC § 6312(c) Every Student Succeeds Act Standards for School Buses and Operations  
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: June 17, 2004  
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Extracurricular Transportation

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff and chaperones assigned by the administration may ride the bus.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the Superintendent as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent. District employees will notify the Superintendent of all transportation details and/or arrangements made after authorization. District employees shall not use a personal vehicle to transport students, except in case of emergency or prior approval of parent/guardian.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs.

All buses used to transport students on activity trips shall be in safe mechanical and good working condition.

At its discretion, the District may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

The activity must provide at least one instructor, coach, or adult sponsor for each bus on a special trip who shall be familiar with this policy. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for the supervision of students and enforcement of bus rules.

Cross References:

8100            Transportation

Legal References:

I.C. § 33-1501 Transportation Authorized

I.C. § 33-512(12) Governance of Schools

IDAPA 08.02.02.190 Program Operations

Policy History

Adopted on: June 17, 2004

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Safety Busing

Safety busing is the transportation of a student who lives less than 1 ½ 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 1 ½ 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 a 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 students’ home to school, using the Board approved measuring instrument. The



Superintendent is directed to review all existing safety busing locations at intervals of no more than three years.

Cross Reference:

8100 Transportation

8120 Bus Routes, Stops and Non-Transportation Zones

Legal Reference:

I.C. § 33-1501 Transportation Authorized

Other Reference: [http://www.sde.idaho.gov/site/transportation/annual\\_reporting.htm](http://www.sde.idaho.gov/site/transportation/annual_reporting.htm)

Standards for Idaho School Buses and Operations

Exhibit 1 is the measuring instrument form used by the District.

Policy History:

Adopted on: June 17, 2004

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Reviewed on:

**Swan Valley School District #92**

**NONINSTRUCTIONAL OPERATIONS**

**8115**

Hours of Service of Drivers

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips.

Cross Reference:

8100           Transportation

Legal Reference:

FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles

Other Reference:

Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Policy History

Adopted on: April 10, 2018

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8120

#### Bus Routes, Stops, and Non-Transportation Zones

Each year, no later than the regular Board meeting in August, the Superintendent 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.

#### Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1 1/2 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.

Non-Transportation Zones Include:

1. South of the Snake River and East of the Snake River Bridge, along Forest Road 58 (the River Road).
2. East of the Palisades Reservoir Dam, along Highway 26 to the Wyoming State Line.

#### Establishing Bus Routes

When changes in the conditions of roads or the number of pupils being transported changes, the board may, at any time, alter bus routes or non-transportation zones. 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.
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.
4. At least once each year, the District’s school bus driver trainer shall evaluate each

route for the purpose of assessing the safety of routes and bus stops.  
Documentation of the route evaluation shall be retained by the District.

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 Superintendent is responsible for the conduct of students waiting in loading zones.

Swan Valley only provides high school transportation to Ririe High School for high school age students living in the boundaries of Swan Valley School District. This bus will only pick up students at designated stops on Hwy. 26 as approved by The Board.

#### Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the Superintendent of a delay in schedule. The Superintendent 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.

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, and 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.

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. 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 Reference:

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

### Policy History

Adopted on: June 17, 2004

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Reviewed on:

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 is defined as:

1. Travel to and from school and between schools
2. Travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
3. Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

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 (IDEA)  
IDAPA 08.02.03.109 Special Education

Other Reference:

Idaho Special Education Manual

Policy History:

Adopted on: June 17, 2004

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Reviewed on:

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 and at school activities, functions, and 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 regard 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. § 33-205 Denial of school attendance

I.C. § 33-1501 Transportation authorized

Policy History:

Adopted on: June 17, 2004

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Reviewed on:

**Swan Valley School District #92**

**NONINSTRUCTIONAL 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: April 10, 2018

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8160

#### Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five (5) years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid, the District will also consider the skill, ability and integrity of a contract to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education

#### Legal Reference:

I.C. § 33-1501           Transportation authorized  
I.C. § 33-1510           Contracts for transportation service  
IDAPA 08.02.02.190.05   Contract for Transportation Services

#### Policy History:

Adopted on: June 17, 2004  
Revised on: January 20, 2020  
Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8170

#### District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses and cars. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

#### District Bus and Vehicle Maintenance

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the state board of education and inspections as required by law. The Superintendent shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent.

Records of mileage and use on official District business must be recorded in a log.

Unauthorized personal use of District vehicles may be subject to disciplinary action up to and including termination of employment. Only employees of the District may operate district owned vehicles.

#### Legal Reference:

I.C. § 33-1506	Inspection of school buses
IDAPA 08.02.02.159	Transportation
IDAPA 08.02.02.160	Maintenance Standards and Inspections
	Standards for Idaho School Buses and Operations

#### Other Reference:

Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

#### Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8180

#### Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the state department of education, including, but not limited to the following:

1. Over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics
4. Possess a valid and appropriate commercial driver's license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education, and
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations: provided, however, that individuals under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of education as provided in Idaho Code § 33-1509.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent shall establish written procedures for bus drivers.

#### Legal Reference:

FMCSA 382.105	Testing Procedures
I.C. § 33-1508	Operation of School Buses
I.C. § 33-1509	School Bus Drivers – Definition – Qualification – Duties
I.C. § 49-105	Definition – Drivers Licenses
IDAPA 08.02.02.170	School Bus Drivers and Vehicle Operation

#### Other Reference:

Standards for Idaho School Buses and Operations  
Idaho's School Bus Drivers Training - Classroom Curriculum  
Idaho's School Bus Drivers Training - Behind the Wheel Curriculum

Policy History:

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Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8185

#### Use of Wireless Communication Devices by Bus Drivers

While the Board of Trustees believes the use of wireless communication devices by District bus drivers is important to provide instant communication regarding emergencies as well as to convey other important District information, bus drivers shall be subject to the restrictions outlined in this policy to ensure safe use of personal or District wireless communication devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, blackberries, PDAs, beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of District owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children from home to school, from school to school, from school to home, and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. Where a cellular telephone is owned by the District and used as a two-way radio; and
4. When the school bus is parked.

Bus drivers may not use hands-free devices, unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to District business while on duty.

Violation of this policy may subject the driver to disciplinary action up to and including termination.

Legal Reference:  
49 CFR 392.82      Wireless Communication Devices

Policy History:  
Adopted on: April 10, 2018

Revised on: January 20, 2020

Reviewed on:



## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8190

#### Emergencies Involving Transportation Vehicles

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the Superintendent may issue rules limiting the size or number of items riders may bring with them on the bus.

#### References:

Federal Highway Safety Guideline 17

#### Policy History:

Adopted on: June 17, 2004

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Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8200

#### Local School Wellness

It is the goal of the Swan Valley School District to strive to make a significant contribution to the general wellbeing, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Swan Valley 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 thirty (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 standards. (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. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. It is 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 standards 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 on 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.

## Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and
4. Documentation to demonstrate the public was notified annually as required by this policy.

## 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	District Nutrition Standards

### Legal Reference:

P.L. 108-265	Child Nutrition and WIC Reauthorization Act of 2004
42 USC § 1758b	Healthy and Hunger-Free Kids Act of 2010

42 USC § 1771 et seq.	Child Nutrition Act of 1966
42 USC § 1751 et seq.	National School Lunch Act
7 CFR Parts 210 & 220	Nutrition School Lunch and School Breakfast Programs: Final Rule
7 CFR § 210.30	Local School Wellness Policy

Other Reference:

Idaho Wellness Policy Progress Report, Idaho State Department of Education  
Implementation and Monitoring Plan, Idaho State Department of Education  
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State  
Department of Education  
<http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Policy History:

Adopted on: June 17, 2004  
Revised on: January 20, 2020  
Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8210

#### District Nutrition Committee

With the purposes of monitoring the implementation of the District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutrition committee is hereby established to develop, implement, monitor, and review District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee will meet one time annually for continued assessment.

A committee membership of at least three (3) will consist of:

1. A Board Member;
2. The District food service coordinator;
3. A school health professional, such as a dietician or school nurse;
4. A parent representative from each school level;
5. A student representative from each school level;
6. A member of the general public;
7. A staff member representative from each school level;
8. An administrative representative as committee co-chair; and
9. The physical education and health program leader as committee co-chair.

#### Development

To help with the initial development of the District's wellness policies, each school in the District will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the District level to identify and prioritize needs.

#### Monitoring

The Superintendent or designee will ensure compliance with established District-wide nutrition and physical activity wellness policies. The Superintendent or designee will ensure compliance with those policies and will report on the school's compliance with the District Superintendent or designee.

School food service staff, at the school or District level, will also ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent or Building Principal.

The Superintendent or designee will develop a summary report every three years on District wide compliance with the District's established nutrition and physical activity wellness policies based on input from schools within the District. That report will be provided to the school board and may also be distributed to the school nutrition committee, parent/teacher organizations, school staff, and community health services personnel as appropriate.

Legal Reference:

42 USC § 1758b	Healthy and Hunger- Free Kids Act of 2010
42 USC § 1771 et seq.	Child Nutrition Act of 1966
42 USC § 1751 et seq.	National School Lunch Act

Other References:

Idaho Wellness Policy Progress Report, Idaho State Department of Education  
Implementation and Monitoring Plan, Idaho State Department of Education  
Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education

Policy History:

Adopted on: April 11, 2017  
Revised on: January 20, 2020  
Reviewed on:

## **Swan Valley School District #92**

### **NONINSTRUCTIONAL OPERATIONS**

**8220**

#### Food Services

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing, and nutritious meals for children in the District's schools. Because of potential liability to the District, the foodservices program shall not accept donations of food without the approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

#### Community Involvement

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District's website.

#### United States Department of Agriculture (USDA) Foods

The District shall use USDA foods made available under the Federal Food Distribution Program for school meals.

#### Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the District's responsibility to operate a food service program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. The District may work with the School Nutrition Association for such professional development offerings.

#### Free and Reduced-Price Food Services

The District shall provide free and reduced-price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Program



(SBP). The District shall inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals will be confidential in accordance with the guidelines for the NSLP and SBP. A parent has the right to appeal any decision with respect to his or her application for free or reduced-price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

#### Summer Food Service Program

If more than fifty percent (50%) of a school's students are eligible for free or reduced-price school meals, that school may sponsor the Summer Food Service Program.

#### Legal Reference:

42 U.S.C. 1751 et seq.

7 CFR Parts 210.12

National School Lunch Act

Student, Parent, and Community Involvement

#### Policy History:

Adopted on: February 11, 2015

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### 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. 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 saltshakers 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:

2305 Nutrition Services  
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/cnp/sch-mp/snacks.html>

History:

Adopted on: January 10, 2006

Revised on: January 20, 2020

Reviewed on

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8235

#### Water Consumption/Water Bottle Policy

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes at no cost, at least through water fountains.

#### Water Bottle Policy

When students bring water bottles for use during school:

1. Water bottles must be clear and have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Students misusing water bottles will be subject to disciplinary actions;
5. Teachers have discretion in determining classroom use;
6. Water bottles may not be used in computer labs, science labs, or the library; and
7. Water bottles may not be re-filled during classroom instruction.

Policy History:

Adopted on: November 14, 2017

Revised: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8240

#### School Meals

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 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 standards, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain;
2. The meals served will be appealing and attractive to children; and
3. 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 Recommendations

District schools to the greatest extent possible should:

1. Provide students with at least ten (10) minutes to eat after sitting down for breakfast and fifteen (15) minutes after sitting down for lunch;
2. Schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11:00 AM and 1:00 PM;
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. 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 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

### Policy History:

Adopted on: January 10, 2006

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8245

#### Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystanders students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

#### Unpaid Meal Charges

It is the expectation of the school district that students pre-pay or pay at the time of service for school meals. Families can find assistance with applying for free or reduced priced school meals from the Food Service Director.

Students in grades PreK-8 will be allowed to charge breakfast and/or lunch for up to one (1) week. A student who charges a meal will receive a full meal **during that first week**. Parents will be notified in writing and/or by phone of charges. After one week of charging, parents will be provided a repayment plan that enables them to pay back **fees** for their children's meals in small increments. If payment or a repayment plan has not commenced at the end of a second week grace period, an alternate meal substitute instead of a full meal will be provided to **the** student.

Since the school district's general fund would be required to cover the charges not reimbursed by the parents, it is imperative that parents abide by the guidelines and not extend lunch charges past the one (1) week period.

This policy will be available to all families via the district website, school newsletters, and the student handbook which is available online.

#### Charitable Assistance

The District may establish an unpaid meal charges fund to cover the cost of unpaid meal charges. Charitable groups, individuals, school fundraisers, and others may donate to this fund. Parents/guardians of children who pay the full amount for school meals and who have funds left over in their school meals account at the end of the school year may be offered the option of donating these funds to the unpaid meal charges fund.

If the District chooses to establish an unpaid meal charges fund, the Superintendent or his or her designee shall establish procedures for the use of such funds.

Policy History:

Adopted on: January 10, 2006

Revised on: January 20, 2020

Reviewed on:



## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8250

#### Guidelines for Food and Beverage Sales

This policy shall apply to all 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.

#### Elementary School

The school food service program will approve and provide all food and 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, and whole grains.

#### Middle/Junior High School

In middle/junior high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, will meet the nutrition standards found in the Smart Snacks in Schools regulations.

#### 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, 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. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations.

## 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 beverage, and will meet the standards of the Smart Snacks in Schools regulations. 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 reimbursements through the National School Lunch Program.

## Fundraising Activities and Concessions

Any fundraising requires administrative approval.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall be also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. 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:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school, through fundraisers exempted as outlined above, 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 a lower profit margin to encourage selection by students. If these food

and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

### School Sponsored Events

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.

#### Cross Reference:

3420 Student Fund Raising Activities

#### Other Reference:

<http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

#### Policy History:

Adopted on: February 11, 2015

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8270

#### Teacher-to-Student Incentive:

Children learn preferences for foods made available to them, including those that are unhealthy. There are many disadvantages to using food as a reward:

1. It undermines nutrition education being taught in the school environment;
2. It encourages over-consumption of foods high in added sugar and fat; and
3. It teaches children to eat when they're not hungry as a reward to themselves.

Teachers are encouraged to consider non-food items as a teacher to student incentive. Should teachers decide to use food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

#### Policy History:

Adopted on: January 10, 2006

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300

#### Emergency and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur.

#### Development of Crisis Management Plan

The District will develop and maintain a Crisis Management Plan to act as a guide for District Trustees, administration, staff, students, parents, and community members to address potential crises in the District.

The Crisis Management Plan will provide procedures for the District and for each site, and will be used prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed periodically in conjunction with local representatives.

All staff will be provided in-service training on the Crisis Management Plan and implementation.

The District Crisis Management Plan serves as the foundation for the development, training, and implementation of individual site and program plans.

#### Legal Reference:

IDAPA 08.02.03.160            Safe Environment and Discipline

#### Policy History:

Adopted on: January 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P1

#### Emergency and Disaster Preparedness

Swan Valley School District #92 has developed procedures for dealing with existing and potential student and school crises. The Crisis Management Plan should include Crisis Response Procedures and Critical Incident Procedures. An important component of the Plan is a set of interagency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District. Crisis Response Procedures guide staff in responding to more frequently occurring crises, such as deaths of students or teachers and other traumatic events, which can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses crisis response procedures to help administrators:

1. Gather information;
2. Establish communication with families;
3. Disseminate accurate information to faculty and students;
4. Intervene directly with students most likely to be affected;
5. Increase the available supportive counseling for students and staff; and
6. Guide students in helpful ways to remember the deceased.

Critical Incident Procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. The District has developed a Plan which emphasizes a coordinated interagency approach. A Code Blue has been established in all school buildings to provide a uniform method of warning staff and students of high-risk situations involving imminent danger to life or limb.

Swan Valley School District #92 Crisis Management Plan procedures provide benefits for students, parents, and the District. The procedures provide an organized, systematic method for helping students. Staff members know under what circumstances and how to refer a student for help. Crisis Team members operate within specific guidelines to make collaborative decisions and share the responsibility for these often difficult, stressful situations. Parents and other members of the community are assured that the District has established procedures which better prepare schools to respond to crisis.

The interagency agreements have fostered stronger collaborative relationships and have led to improved communication about students and family events that could impact the schools.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator or person in charge. Those employees who have a

child in another school should have arrangements in place for the care of their child by others until they can be released from their duties. Employees are strongly encouraged to take all steps necessary to provide for the well-being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficiently to permit rapid and effective completion of assigned tasks to ensure the well-being of students and staff.

### Possible Hazards in Idaho

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies may affect school facilities and/or school transportation and may prevent use for an unspecified period of time.

The Crisis Management Plan should address a range of events and hazards caused by nature or humans, such as:

1. Severe weather;
2. Bus crashes;
3. Bomb threats;
4. Student or staff deaths;
5. Chemical or hazardous material spills;
6. Fire;
7. School shootings;
8. Medical emergencies;
9. Acts of terror or war; and
10. Natural disasters such as earthquakes, tornados, floods, and volcanic eruptions.

Direct responsibility for what may occur immediately following a response to a 911 call will lie with the first responders, such as police or fire department. The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate Crisis Management Plan.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented, and maintained for all schools, District facilities, and school buses, and that:

1. All employees be informed about the emergency plans and procedures to be followed at their work site to ensure their safety and the safety of others;
2. Students and employees practice the emergency procedures implemented at their school or work site;
3. Parents be advised of the emergency procedures developed at the school their child attends;
4. If materials and supplies beyond those normally provided by the School District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order; and
5. This policy be reviewed annually.

## Sequence of Crisis Management

The Crisis Management Plan should include the sequences of managing a disaster. Those sequences are as follows:

1. Mitigation and Prevention addresses what schools and Districts can do to reduce or eliminate risk to life and property;
2. Preparedness focuses on the process of planning for the worst-case scenario;
3. Response is devoted to the steps to take during a crisis; and
4. Recovery deals with how to restore the learning and teaching environment after a crisis.

Crisis management is a continuous process in which all phases of the plan should be reviewed and revised. Additional sequence steps to analyze in preparing the Crisis Management Plan are described below.

### Mitigation and Prevention

The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.

1. Connect with community emergency responders to identify local hazards;
2. Review the last safety audit to examine school buildings and grounds;
3. Determine who is responsible for overseeing violence prevention strategies;
4. Encourage staff to provide input and feedback during the crisis planning process;
5. Review incident data;
6. Determine major problems in your school with regard to student crime and violence;
7. Assess how the school addresses these problems; and
8. Conduct an assessment to determine how these problems, as well as others, may impact your vulnerability to certain crises.

### Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

1. Determine what crisis plans exist in the District, school, and community;
2. Identify all stakeholders involved in crisis planning;
3. Develop procedures for communicating with staff, students, families, and the media;
4. Establish procedures to account for students during a crisis;
5. Gather information about the school facility, such as maps and the location of utility shutoffs; and
6. Identify the equipment that needs to be assembled to assist staff in a crisis.



## Response

A crisis is the time to follow the crisis plan and make use of your preparations.

1. Determine if a crisis is occurring;
2. Identify the type of crisis that is occurring and determine the appropriate response;
3. Activate the incident management system;
4. Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented;
5. Maintain communication among all relevant staff at officially designated locations;
6. Establish what information needs to be communicated to staff, students, families, and the community;
7. Monitor how emergency first aid is being administered to the injured; and
8. Decide if more equipment and supplies are needed.

## Recovery

During recovery, return to learning and restore the infrastructure as quickly as possible.

1. Strive to return to learning as quickly as possible;
2. Restore the physical plant as well as the school community;
3. Monitor how staff are assessing students for the emotional impact of the crisis;
4. Identify what follow up interventions are available to students, staff, and first responders;
5. Conduct debriefings with staff and first responders;
6. Assess curricular activities that address the crisis;
7. Allocate appropriate time for recovery;
8. Plan how anniversaries of events will be commemorated; and
9. Capture “lessons learned” and incorporate them into revisions and trainings.

## Prepare for Immediate Response

When a crisis occurs, quickly determine whether students and staff need to be evacuated from the building, returned to the building, or locked down in the building. Plan action steps for each of these scenarios.

**Evacuation** requires all students and staff to leave the building. The evacuation plan should include backup buildings and other locations. Evacuation plans should include contingencies for weather conditions. Additionally, plans should include transportation options for students with disabilities.

**Reverse Evacuation** requires all students and staff to leave the outdoors and return to the building quickly. Once staff and students are safely in the building, you may find the situation calls for a lockdown.

**Lockdowns** are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy.

### Define Roles and Responsibilities

How will the school operate during a crisis? Define what should happen, when, and at whose direction; that is, create an organizational system. This should involve many of the school staff. Important tasks will be neglected if each person is responsible for more than one function.

The District will work with law enforcement officers and emergency responders to identify crises that require an outside agency to manage the scene, such as fires, bomb threats, and hostage situations.

### Assigned Roles for School District Staff During a School Emergency

#### **Superintendent:**

1. Direct all operations of the District in the management of the emergency;
2. Gather information on all aspects of the emergency for use in making appropriate decisions about the management of the emergency;
3. Assess the emergency situation and assign tasks based on the overall needs for managing the emergency;
4. Direct all activities of District and school staff in the management of the emergency;
5. Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the emergency;
6. Authorize the release of information to the public;
7. Keep the Board informed of emergency status;
8. Plan and initiate arrangements for food for building personnel;
9. Notify risk management of the emergency;
10. Coordinate with transportation as needed;
11. Arrange for the payment of monies needed to respond to emergency situations. Authorize purchases and payments for such resources;
12. Develop a schedule for activities for the first day of school following the crisis with support services;
13. Maintain follow-up activities such as referrals for help outside the school services setting; and
14. The Business Manager will assist the Superintendent and serve in this capacity in the absence of the Superintendent.

#### **Business Manager:**

1. Establish and maintain lines of communication between the District and the emergency site. For off campus emergencies, lines of communication must be

established for the involved school, as well. Such lines of communication may also include couriers;

2. Manage the teachers and classified staff;
3. Assign resources (persons and materials) to various sites for specific needs;
4. Arrange for the delivery of outside services and materials needed for the management of the emergency;
5. Maintain an active file of helping agencies within the community. The names of contact persons will be included;
6. Maintain an active file of community persons, such as counselors, doctors, psychologists, and ministers. Information regarding services and follow-up services will be included;
7. Create letters to notify parents of continuing care that is available to students. Available care will include local and State agencies, as well as school-based care;
8. Develop an information sheet for parents, teachers, and others. Information will include topics such as talking with students, signs of depression, and others relating to crisis stress;
9. Report immediately to the local hospital if students or adults are being sent to that hospital for treatment. If more than one hospital is admitting students or adults, coordinate communication among those hospitals and the District. Assign and direct other District staff to assist in those hospitals;
10. Coordinate communication between the hospital and the District office;
11. Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital; and
12. Be aware of the requirements of the Health Insurance Portability and Accountability Act and provide all appropriate information based on those requirements.
13. Collect and disseminate information to the media. Be aware of deadlines, the need for information accuracy, and other issues related to the media and the performance of their jobs;
14. Plan and coordinate press interviews to help the news media meet deadlines;
15. Create and disseminate press releases;
16. Respond to rumors through the dissemination of accurate information;
17. Organize a network of key people, such as police, fire, and health authorities, within the community through which accurate information can be disseminated;
18. Be aware of the requirements of the Freedom of Information Act and provide all appropriate information based on those requirements;
19. Plan and coordinate live and taped presentations. Press conferences can go out live. Updates for the public can be taped and aired as needed;
20. Coordinate information to be shared with school personnel during and after the crisis;
21. Act as a liaison between the media and District personnel whose attention must be focused on the immediate problems of managing the crisis without constant interruption;
22. Arrange interviews for the media with key school and District staff who are involved in the emergency or who act as spokespersons for the District; and

23. Establish and maintain a clearinghouse for calls and requests from schools, the community, parents, and the media and refer those to the appropriate person or place.

**Head Teacher:**

1. Develop plans and scenarios in which District technological resources can be dispersed effectively to emergency sites;
2. Handle overflow telephone calls at the emergency site;
3. Make recommendations regarding the restarting of school activities from support services;
4. Serve as a liaison between the emergency school site and the emergency support teams that may be needed;
5. Coordinate and direct communication between the emergency site and county and State agencies;
6. Obtain and direct the placement of generators when power must be restored for a temporary period;
7. Coordinate and direct the acquisition of water when there is a disruption of water and sewer services;
8. Coordinate and direct contact with emergency medical services, local police and sheriff's departments, fire departments, and the highway patrol;
9. Coordinate and direct search-and-rescue operations when needed;
10. Supervise the use of the school computer system for communication with the District office and electronic bulletin board system;
11. As needed, report various sites involved in the communication system if there are problems in that system; and
12. Provide technical support for all communications hardware and software.

In the event of a school crisis:

1. Be familiar with support available; and
2. Make a school crisis plan, crisis management handbook, and emergency management kit readily available to appropriate staff.

In the event of District crisis:

1. Remain at your respective school until the end of the school day;
2. When all students and staff members have left campus for the day, be prepared to report to the superintendent; and
3. Perform tasks assigned by the superintendent.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P2

#### Explosion or Fallen Aircraft Procedure

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) near a school or District building, take the following actions:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the District Office. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded or when told to leave by District or building officials, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist people with handicaps in exiting the building. Do not use elevators in case of fire. Do not panic or create panic in others.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. Do not return to an evacuated building unless told to do so by a District or building official.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P3

#### Hazardous Material Spill

Hazardous chemicals may be utilized within the District in various locations. Tractor trailers or contractors traveling on District property may have hazardous chemicals that may threaten the environment of the District property in the event of a spill. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spill of hazardous chemicals or radioactive materials will be reported immediately to the building administrator.
2. When reporting, be specific about the material involved and approximate quantities. The building administrator will initiate the appropriate hazardous material response teams to effectively clean up the spill.
3. The Emergency Coordinator on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of the building administrator. At no time should someone re-enter an area that has already been evacuated.
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P4

#### Bomb Threat

1. If you observe a suspicious object or potential bomb on District property, DO NOT HANDLE THE OBJECT! Clear the area immediately and call the building principal.
2. Any person receiving a phone call bomb threat should attempt to ask the caller:
  - A. When is the bomb going to explode?
  - B. Where is the bomb located?
  - C. What kind of bomb is it?
  - D. What does it look like?
  - E. Why did you place the bomb?
  - F. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time the person answering the phone should attempt to listen to background noises, qualities of the voice of the caller, or any information that may be gathered from noises or sounds heard during the conversation.

3. Keep talking to the caller as long as possible and record the following:
  1. Time of call;
  2. Age and sex of caller;
  3. Speech pattern, accent, possible nationality, etc.;
  4. Emotional state of caller; and
  5. Background noise.
4. AFTER THE CALL, IMMEDIATELY DIAL \*69. IF THE CALLER'S NUMBER IS AVAILABLE, YOU WILL NEED TO NOTE THE NUMBER AND REPORT IT TO THE BUILDING ADMINISTRATOR.
5. Report the incident immediately to the building principal. The building principal will notify the Emergency Coordinator. A decision will be made as to whether the building or area will be evacuated.
6. **Building or Buildings Not Evacuated:** The Emergency Coordinator may lead a search of the area. Employees in the affected area may be asked to assist in identifying items or conducting a brief search under the direction of the building administrator.
7. **Building or Buildings Evacuated:** Once a decision is made by a building or District official to evacuate the building, relay information directing others to evacuate the building. After your responsibilities are complete, calmly evacuate the building. Once outside, stay away from buildings, vehicles, and trash containers.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:



**Swan Valley School District #92**

**NONINSTRUCTIONAL OPERATIONS**

**8300P4F**

Bomb Threat Report Form

Time call received: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of person making the call: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions to Ask

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_

Are you a student? \_\_\_\_\_

Location where call was received: \_\_\_\_\_

Telephone number where call was received: \_\_\_\_\_

Description of Caller's Voice: \_\_\_ Male \_\_\_ Female

Tone/accnt: \_\_\_\_\_

Background noise: \_\_\_\_\_

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P5

#### Violent or Criminal Behavior

Immediately contact the building administrator if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact with security to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives threaten the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

#### Hostage Situation If taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors could be emotionally unbalanced. Don't make mistakes which could harm your well-being.
3. Don't speak unless spoken to, and then only when necessary. Don't talk down to or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, including severe mood swings, irrational actions, etc. Displaying a certain amount of fear may work to your advantage.
5. Do not make quick or sudden moves. If you must go to the bathroom or need medications or first aid, ask your captors.

Be observant when you are released or if you escape. The personal safety of others may depend on what you remember about the situation.

#### Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P6

#### Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be electrified.
3. If in a motor vehicle, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the building principal. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Plant Operations. Note: Gas leaks and power failures create specific hazards.
6. If an emergency exists, activate the building alarm.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P7

#### Severe Weather Emergency: Tornado or Lightning Procedure

The District secretary will monitor the National Weather Service and will initiate notifications when severe weather bulletins are issued for the immediate area.

A Tornado/Thunderstorm/Wind Watch indicates that atmospheric conditions are conducive to the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

A Tornado/Thunderstorm/Wind Warning indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the District secretary will issue notification through fax messages or telephone communications to the building principals.

Hazardous weather conditions can develop in seconds and may not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will take cover. They will also instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a "ball" or fetal position near the wall, place their hands over their heads, and remain in that position until the severe weather passes.

Do not leave the building or initiate a building evacuation during these circumstances. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until severe weather passes.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8300P8

#### Natural Gas Leak

In the event a natural gas leak is discovered or suspected:

1. Turn off the gas valve serving the building or area;
2. Open windows and doors to dissipate the fumes; and
3. The building principal should evacuate the building by the most appropriate means.

The public utilities company and local fire department shall be notified by the secretary, principal, or any person aware of the emergency.

*Note: Do not assume that these public utilities and the local fire department have been notified. It is preferred that several people notify them rather than run the risk of complete omission.*

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

**Swan Valley School District #92**

**NONINSTRUCTIONAL OPERATIONS**

**8300P9**

Broken Water Main

In the event of a broken water main in the building, or on the grounds:

1. The water main shall be turned off;
2. Notify the building principal;
3. Water in the building shall be removed immediately to prevent damage to floors and floor coverings; and
4. The building principal shall notify the local water department to coordinate any activities necessary to correct the emergency.

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8310

#### Automated External defibrillators

The Swan Valley School District #92 Board of Trustees recognizes the need to make Automatic External Defibrillators (AEDs) available in its buildings. Early access defibrillation has been recognized as a significant factor in the survival of incidents of sudden cardiac arrest. Therefore, it is the policy of the District that the implementation and use of AEDs is authorized in the buildings of the District in accordance with Idaho Code §5-337.

The Superintendent shall ensure that all staff have the opportunity to be properly trained and that AEDs are properly maintained. The District shall develop a written collaborative agreement which contains all the provisions for administration and use of this equipment, including training requirements, location of AED units, the maintenance and inspection of AEDs, and the identification of local emergency response providers.

Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR. The District will provide American Heart Association AED training for employees. Employees who are certified will be designated as authorized users after a review of their credentials.

Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employees' certification. Acceptable certification will consist of completion of an American Heart Association AED and CPR course.

#### Policy History:

Adopted on: January 20, 2020

Revised on:

Reviewed on:

#### Legal Reference:

I.C. § 5-337

Immunity for Use of Automated External Defibrillator (AED)

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8320

#### 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 simulate 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; and 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.

### 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; and
8. A description of the emergency voice or 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; and
  - 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; and
  - I. Fire alarm annunciators 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; and
  7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

#### In the Event of a Fire

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

Do not use the elevators in the event of a fire.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.
  - A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal.
  - B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Do not attempt to rescue them. Notify fire department personnel.

Legal Reference:

I.C. § 41-253

IDAPA 08.02.03.160

IDAPA 18.01.50

2006 Idaho Fire Code

Adoption of International Fire Code

Safe Environment and Discipline

Rules of the Idaho Department of Insurance, Title 01, Chapter 50, "Adoption of the 2006 *International Fire Code*."

Policy History:

Adopted on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### 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. Building evacuations will also occur upon notification by District officials or public safety officers.
3. No student or staff member is to remain in the building during emergency drills;
4. Staff should assist people with handicaps in exiting the building.
5. All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance from the building. If the exit is blocked, persons should use the nearest marked exit and alert others to do the same.
6. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. This should be a clear area that is at least 500 feet away from the affected building. All persons shall keep out of streets, fire lanes, hydrant areas, and walkways for emergency vehicles and personnel. Students, staff, and volunteers should know their assembly points.
7. 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; and
  - 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.

No staff or students may return to an evacuated building unless told to do so by a District or building official.

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

Procedure History:

Promulgated on: January 20, 2020

Revised on:

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8500

#### Risk Management

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its offices or staff. A risk management program shall be implemented to reduce or eliminate risks where possible, and to determine which risks the District can afford to assume. Such a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to a single person. The Board shall review the status of the risk management program each year.

The District shall purchase and pay for surety bonds for the Superintendent, Clerk and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

#### Cross Reference:

8302 - Inspection of School Facilities

#### Legal Reference:

I.C. § 33-701           Fiscal year – Payment and accounting of funds

I.C. § 33-1613       Safe public-school facilities required

#### Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

**Swan Valley School District #92**

**NONINSTRUCTIONAL OPERATIONS**

**8510**

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

Cross Reference:

9400            Safety Program

Legal Reference:

Occupational Safety and Health Act

Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8520

#### Inspection of School Facilities

To ensure the safety and health of children and staff, the District shall, at least once a year subject the facilities of the district to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the division of building safety for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

#### Emergency Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an Emergency Evacuation Plan. The District will cooperate and coordinate with city, county, and state emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

#### Cross Reference:

8300            Emergency & Disaster Preparedness  
8510 ~~8301~~    District Safety  
9400            Safety Program

#### Legal Reference:

I.C. § 33-1613            Safe public-school facilities required  
IDAPA 08.02.03.160    Safe environment and discipline

Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:



## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8530

#### Property Damage

The District shall maintain a comprehensive insurance program, which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

If, as result of loss on real property, the District receives less than five thousand dollars (\$5,000), such proceeds may be credited to the general fund.

#### Privately Owned Property

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

#### Cross Reference:

8705            Transportation Liability Insurance

#### Legal Reference:

I.C. § 33-701 Fiscal year – Payment and accounting of funds

#### Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8600

#### Records Management

A fireproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc., and for employment and student records.

The Clerk shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

#### Legal Reference:

I.C. § 33-702 et. Seq.                      Idaho Public Records Act

#### Policy History:

Adopted on: June 17, 2004

Revised on: January 20, 2020

Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8605

#### Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

The Board delegates responsibility for the maintenance, safeguarding, and destruction of the District's records to the Superintendent. The Superintendent shall work with the Business Office, Maintenance & Operations, Technology, and other personnel employed by the District.

Each school employee shall be responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with this policy.

#### Guidelines

##### Assurance of Retention of District Public Records

1. The Superintendent/designee, and the Public Records Custodian(s) shall work in conjunction with the District's Technology department to assure that the staff is aware of the routine destruction of electronic District records, including all forms of electronic communication, such that they are able to assure that the District's public records are retained consistent with this policy, regardless of whether such records are maintained in a hard copy or an electronic copy.
2. The District's employees shall retain District records pursuant to this policy, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction.
3. The District's technology personnel shall be notified that a particular document is **not** to be destroyed as part of the routine destruction of electronic records.
4. It is the responsibility of every employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly.
5. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

#### 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 disposal.

#### Destruction of Electronic Mail/e-mail

The District will not store electronic communications, including, but not limited to, emails, texts, instant messaging, voice mails, forums, social networking posts, video chats, and webpages.

### Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic 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.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

### Definitions

**Electronic Communications:** refers to the transfer of writing, signals, data, sounds, images, signs or intelligence sent via an electronic device. Some examples of e-communication are email, text messages, social messaging and image sharing.

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

## DISTRICT RECORDS RETENTION SCHEDULE

### Retention Codes

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

documentation.	
<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>AC + 1 yr</b>
<b>FACILITIES OPERATIONS-APPRAISALS</b> - Building or property	
<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, and 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</b> —Documenting disposal of inventoried property	<b>PM</b>
<b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> — Property logs	<b>US+3 yr</b>
<b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —Documents the issuance of keys, identification cards, passes, passwords, etc.	<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>1 yr</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 OPERATING BUDGETS</b>	<b>FE+3 yr</b>
<b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request	<b>FE+3 yr</b>
<b>FISCAL-FINAL AUDIT REPORTS</b>	<b>PM</b>
<b>FISCAL-BANK STATEMENTS</b>	<b>FE + 3 yr</b>
<b>FISCAL-CANCELLED CHECKS</b> — Stubs/Warrants/Drafts	<b>FE+3 yr</b>
<b>FISCAL - CAPITAL ASSET RECORDS</b>	<b>LA +3 yr</b>
<b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log	<b>FE+3 yr</b>
<b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property	<b>PM</b>
<b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year	<b>FE+3 yr</b>
<b>FISCAL - EXPENDITURE JOURNAL OR REGISTER</b>	<b>FE +3 yr</b>
<b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.	<b>FE+3 yr</b>
<b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.	<b>FE+3 yr</b>
<b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records	<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</b> —Title I; Chapter 2; Title VI-B	<b>FE+5 yr</b> Or until all pending audits or reviews are completed
<b>FISCAL</b> —FEDERAL—USDA	<b>AC+3 yr</b> AC=submission of final expenditure
<b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>FE+3 yr</b>
<b>FISCAL-GRANTS</b> —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-INSURANCE CLAIM FILES</b>	<b>AC+3 yr</b> AC=Resolution of claim
<b>FISCAL-INSURANCE POLICIES</b> —all types	<b>AC+5 yr</b> AC=expiration or termination of policy according to its terms
<b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc	<b>AC+4 yr</b> AC=retirement of debt
<b>FISCAL - RECEIPTS JOURNAL OR REGISTER</b>	<b>FE +3 yr</b>
<b>FISCAL - RECONCILIATIONS</b>	<b>FE +3yr</b>
<b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests and approval for reimbursed expenses for travel, training, etc.	<b>FE+3 yr</b>
<b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts	<b>AC+3 yr</b> AC=After deemed uncollectible
<b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits	<b>US+FE+3 yr</b>
<b>LEGAL-LITIGATION FILES--</b>	<b>PM</b> CAUTION: May contain attorney-client privileged information
<b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>PM</b>
<b>LEGAL-OPINIONS AND ADVICE</b> —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</b>	<b>FE+5 yr</b>



ADJUSTMENT REQUEST—Used to create and adjust employee leave balances	
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc. required by employment advertisement	<b>AC+5 yr</b> AC=Termination of employment
<b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement	<b>AC+2 yr</b> AC=Date position is filled
<b>PERSONNEL-BENEFT PLANS</b>	<b>US +5yr</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>PM</b> 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>PM</b>
<b>PERSONNEL-EMPLOYEE STATEMENTS</b> (Affidavits)—for insurance, personnel or other uses for which administration has sought such statements	<b>PM</b>
<b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance	<b>US+5 yr</b>
<b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling	<b>PM</b>
<b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of pay	<b>AC+5 yr</b> AC=After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.
<b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>	<b>PM</b>
<b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District	<b>US+ 5 yr</b>

<b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.	<b>PM</b>
<b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>	<b>2 yr</b>
<b>PERSONNEL-EMPLOYMENT CONTRACTS</b>	Original dates of hire +50 yr
<b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9	<b>PM</b>
<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>PM</b>
<b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.	<b>PM</b>
<b>PERSONNEL-HIRING PROCESS</b> — <b>CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications	<b>PM</b>
<b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis	<b>US+8 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>PM</b>
<b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>5 yr</b>
<b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>US+3 yr</b>
<b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes	<b>US+3 yr</b>
<b>PERSONNEL - PERFORMANCE EVALUATION</b>	<b>PM</b>
<b>PERSONNEL - PERSI ENROLLMENT FILE</b>	<b>PM</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>PM</b>
<b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.	<b>PM</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>1 yr</b>
<b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.	<b>LA+3 yr</b>
<b>PERSONNEL – TIMECARD AND TIME SHEET</b>	<b>PM</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>PM</b>
<b>PERSONNEL- UNEMPLOYMENT CLAIM RECORD</b>	<b>5 yr</b>
<b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>AC+5 yr</b>
<b>PERSONNEL – W-2 &amp; W-4 FORMS</b>	<b>5 yr from date of termination</b>
<b>PERSONNEL</b> —WORKER’S COMPENSATION POLICIES	<b>AC+10 yr</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> CAUTION: 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</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	<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 CFR § 1910.1200(g).	<b>PM</b>
<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+6 yr</b>
<b>STUDENTS-MEDICAID RECORDS</b> -claims, reimbursements, and supporting documentation	<b>FE +5 yr</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</b> —	<b>PM</b>

INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages	
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Legal References:

I.C. § 33-407	Return of Canvass of Elections
I.C. § 33-508	Duties of Clerk
I.C. § 33-701(8)	Fiscal Year—Payment and Accounting of Funds
I.C. § 56-209h	Administrative Remedies
I.C. § 67-4131	Records Management Services—Rules, Guidelines, Procedures
I.C. § 74-101	Definitions
I.C. § 74-119	Agency Guidelines

Other References:

SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E  
SDE Administrator’s Handbook 1.43  
Idaho Records Management Guide, August 2013

Policy History:

Adopted on: January 20, 2020  
Revised on:  
Reviewed on:

## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8610

#### 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).

Additionally, because the District self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, the District will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

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 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 References:

20 U.S.C. Section 1232g  
42 U.S.C. § 1320d-1320d-8

Family Educational Rights and Privacy Act (FERPA)  
Health Insurance Portability and Accountability Act of  
1996

29 C.F.R. 164.316b  
34 C.F.R. Part 99

Implementing HIPA  
Implementing FERPA

#### Policy History

Adopted on: January 20, 2020

Revised on:  
Reviewed on:



## Swan Valley School District #92

### NONINSTRUCTIONAL OPERATIONS

8700

#### Computer Software

The unauthorized copying of any computer software, which is licensed or protected by copyright, is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

The Building Administrator is the only individual who may sign license agreements for software for the school.

#### Policy History:

Adopted on: June 17, 2004

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