

MINUTES OF REGULAR BOARD MEETING
BOARD OF TRUSTEES OF JT. SCHOOL DISTRICT NO. 151
THURSDAY, AUGUST 19, 2021 AT 7:00 P.M.

BOARD MEMBERS: Heber Loughmiller Zone 5, Board Chairman
 Ryan Cranney Zone 1
 Jeff Rasmussen Zone 2, Board Vice-Chairman
 Darin Moon Zone 3
 Bruce Thompson Zone 4

ADMINISTRATORS: Sandra Miller Superintendent

LEGAL ADVISOR: Lance Loveland (or representative from the law firm of Parsons, Smith
 Stone, Loveland, & Shirley LLC. (Excused))

TREASURER: Chris James
CLERK: Pamela Teeter

PUBLIC RELATIONS: Debbie Critchfield (Excused)

NEWS/MEDIA:

Chairman Loughmiller called this meeting to order.

REGULAR SESSION: (7:00 p.m.) Motion by Jeff Rasmussen and seconded by Bruce Thompson to enter into Regular Session Board meeting. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

PRESENT: Chairman Heber Loughmiller, Vice-Chairman Jeff Rasmussen, Trustees: Ryan Cranney, Bruce Thompson, Darin Moon, Superintendent Sandra Miller, Fiscal Manager/Treasurer Chris James, Clerk Pamela Teeter

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chairman Loughmiller.

GUESTS: Manuel del Toro, Grace Campos, Susan Teeter, Karli Nelson, Melodie Cooper, Curtis Richins, Marlene Jennings, Victoria Hope, Kim Bedke, Randy Spaeth, Denise Clark, Kim Johnson, Ludean Henderson

CONSENT AGENDA: Motion by Ryan Cranney and seconded by Darin Moon to approve the Consent Agenda items: B-N. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

- | | |
|-------------------------------|--------------------------------|
| B. Minutes – July 15, 2021 | Regular Board Meeting |
| C. Bills: | July - August Accounts Payable |
| D. Separations, New Hires | |
| E. Alternate Authorization(s) | |

- F. Leave(s) of Absence
- G. Student Teacher
- H. Back to School Plan
- I. Policy 475 Extra Duty Hours for Non-Certified Employees
- J. Policy 480 Vacations for Non-Certificated Employees
- K. Policy 514 Evacuation Drills
- L. Policy 522 School Attendance
- M. Policy 541 Prohibition of Weapons
- N. Policy 565 Immunization Requirements

SEPARATIONS: The separations are as follows:

Certified: Joshua Stewart, Declo High School Head Track Coach (Still Teaching); Sara Hokanson, Mountain View Elementary Teacher;

Classified: Teresa Adams, Food Service Cook/Cashier; Kassidy Karlson, Mountain View Elementary Para; Dolly Quast Dworshak Elementary Para; Melinda Hansen, Oakley Elementary Para; Lisa Koziol, Oakley Elementary Para; Marcia Goodwin, Burley Jr. High School Para; Kent Taylor, Declo Jr. High School Football Coach; Lorelei Breezee, White Pine Para; Cody Powers, Raft River High School Head Girls' Basketball Coach; Zane Mitton, Oakley High School Jr. Assistant Football Coach; Megan Hansen, Special Services SLP Technician; Christen Fanning, Food Service Cook/Cashier; Curtis Reynolds, Dworshak Para; Victoria Knight, Declo Elementary/Food Service Cook; Kallie Stanger John V. Evans Para; Alexis Gardiner, Substitute; Heidi Goddard, Substitute; Breanna Langer, Substitute; Christian Lloyd, Substitute; Lacey Tingey, Substitute; Kelsey Steed, Substitute; Savannah Olsen, Substitute; Tabatha Stone-Cole, Substitute; Carolyn Smyer, Substitute; Joshua Creasy, Substitute; Shandler Kidd, Substitute

NEW HIRES: The new hires are as follows:

Certified: Douglas White, Declo High School Teacher; Tina Workman, Mountain View Elementary Special Ed. Teacher; Kimberly Hammond, Mountain View Elementary Teacher; Candace Hobson, Cassia Jr./Sr. High School Teacher; Hayden Van Meeteren, Cassia Jr./Sr. High School Teacher; Nicholas Davis, Special Services School Psychologist; Taryn Whitaker, Raft River Elementary Teacher; Sharma Anderson, John V Evans Special Ed. Teacher; Thomas Rectenwald, Burley Jr. High School Counselor; Foxx Molinari, Cassia Jr./Sr. High School Teacher; Catherine Paul, Cassia Jr./Sr. High School Teacher; Heidi Cranney, Oakley Elementary Counselor; Tracey Uscola, Burley High School Teacher

Classified: Xitalli Ruiz Nava, Declo High School Assistant Girls' Soccer Coach; Dorothy Hunt, White Pine Elementary Para; Michele Sleight, White Pine Elementary Para; Mary Harrison, John V. Evans Para; Benjamin Janis, Burley Jr. High School Para; Landon Farran Transportation, Mechanic; Danijela Ochoa, Burley Jr. High School Assistant Cheer Coach; Nicolas Alvey, BJHS Head Boys Soccer Coach; Hayley Baker, Mountain View Elementary Para; Kiana Gonzales, Mountain View Para; Roy Withers, Burley Jr. High School Head 7th Grade Football Coach; JoAnn Wade, Oakley High School College and Career Advisor; Tristen Andrew, Dworshak Para; Sara Holladay, Oakley Elementary Para; Jacob Sivils, Declo Jr. High School 7th Grade Head Football Coach; Rosalinda DelBosque, Mountain View Elementary/Food Service Cook; John Garrard, Declo High School JV Assistant Football Coach; Abbey Holland, Burley Jr. High School Para; Elaina Jones, Oakley Elementary Para; Clark Dickson, Transportation Bus Driver; Sharon Mahas, Transportation Bus Driver; Danielle Helms, Oakley High School Para; Jessica Zimmerman, Dworshak/Food Service Cook; Jonah Kreitzer, Dworshak Para; Hailey Morrison, Oakley Elementary School Para; Nicki Mickelsen, Oakley Elementary School Para; Gloria DeTemple, Dworshak Para; Faithe Warrell, White Pine Elementary Para; Karin Johnson, Dworshak Para; Jeri Renz, White Pine Elementary Para; Madison Barrett, Dworshak Para; Jordanne Fetzer, Substitute; Vickie Smith, , Substitute; Lacie Wilson, Substitute; Amber Elliott, Substitute; Christine Miller, Substitute; Cassandra Jensen, Substitute; Amber Elliott, Substitute; James Gravell, Substitute; Victoria Wattenberger, Substitute; Diana Ball, Substitute; Maria Molina, Substitute; Kris Edwards, Substitute; Rachael Hale, Substitute; Kolton Koepnick, Substitute; Hailey Paul, Substitute; Mindy Taylor, Substitute; Madeline Cook, Substitute

ALTERNATE AUTHORIZATIONS: Request Board approval for the following Alternate Authorizations:

Alternative Authorization Emergency Provisional be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Candace Hobson to teach Family and Consumer Science Teacher at Cassia High School while she completes her certification to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Mindy Hale to be a special education teacher at Mountain View Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Pupil Service Staff be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Heidi Cranney to work as a part-time counselor at Oakley Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Aubrie Jensen to be a 4th grade teacher at Dworshak Elementary while she completes the ABCTE program to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Leticia Aguirre to be a special education teacher at White Pine Elementary while she completes the ABCTE program to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Jerica Harper to be a 3rd grade teacher at Mountain View Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Angela Solis to be a 3rd grade teacher at Mountain View Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Pupil Service Staff be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Kirstalee Herring to work as a counselor at Raft River Elementary and Raft River High School while she completes her degree to obtain this endorsement.

Alternative Authorization Pupil Service Staff be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Aron Morgan to work as a counselor at Oakley High School while he completes his degree to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Nicole Allphin to be a kindergarten teacher at Declo Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Teacher to New be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Douglas White to teach Science at Declo High School while he takes his praxis tests to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Kimberly Hammond to teach 2nd grade at Mountain View Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Teacher to New be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Lacey Sunderlund to teach English at Burley Jr. High School while she takes her praxis tests to obtain this endorsement.

Alternative Authorization Content Specialist be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Jessi Duncan to teach 6th grade at John V Evans Elementary while she completes her degree to obtain this endorsement.

Alternative Authorization Emergency Provisional be submitted to the State Department of Education as it has been determined that an area of need exists in the district for Alison Burgess to teach 4th grade at White Pine Elementary while she completes her degree to obtain this endorsement.

LEAVE(S) OF ABSENCE: Request approval for the following Leave Employee 2021-2022C.

STUDENT TEACHER: Request approval for Michelle Crane to be a District Student Teacher.

BACK TO SCHOOL PLAN: Request Board approval the required Back to School Plan.

POLICIES:

POLICY 475 EXTRA DUTY HOURS FOR NON-CERTIFIED EMPLOYEES: Request approval for policy amendments to Policy 475. Policy 475 will read as follows:

A non-certificated employee of Cassia County Joint School District No. 151 will be allowed to work additional hours beyond those normally scheduled only with the written approval of his or her immediate supervisor. Documentation verifying the additional hours worked must be maintained by the employee and a copy approved by the immediate supervisor will be given to the payroll clerk.

- A. An employee who has worked more hours than is allocated to that position, but less than forty (40) hours a week, will be allowed to take the extra-duty hours as “comp time” at the rate of one hour for each extra-duty hour.
- B. An employee who has worked more than (60) hours in a week, in a position to which forty (40) hours per week has been allotted, will have the choice of receiving:
 1. “Comp time” accruing at the rate of one and one-half (1½) hours for each hour worked over forty (40) hours in a workweek; or
 2. Overtime payment at the rate of one and one-half (1-1/2) hours for the additional hours worked over forty (40) hours a week.

Compensatory time may accrue up to forty (40) hours. All comp time must be used by June 30 of each year. Any comp time not used by June 30 of each year shall be submitted for payment.

Overtime hours shall not be used routinely to complete regular job responsibilities. A non-certificated employee will be allowed to work hours in excess of the employee’s scheduled hours only upon written approval of his or her immediate supervisor, except in the case of a documented emergency. In the event of an emergency, the employee must make a reasonable attempt to obtain prior approval from his or her immediate supervisor for the overtime. If prior approval cannot be obtained, the employee must notify the immediate supervisor that excess hours were worked and the nature of the emergency during the employee’s next regularly scheduled shift.

The supervisor may adjust an employee’s work schedule for the remainder of the workweek to prevent the total number of hours for that workweek exceeding the number of hours regularly worked. Compensatory time-off may be taken either at the discretion of the supervisor or the employee if the supervisor is able to secure a suitable substitute. The supervisor will grant time off when doing so is not unduly disruptive to the operation of the district.

Any accrued balance of compensatory time at the termination of employment will be paid in the final payroll check.

Any employee who works unauthorized overtime will be subject to disciplinary action, which may include suspension without pay and/or termination, as determined appropriate.

This district will follow all requirements set forth in the Fair Labor Standards Act.



LEGAL REFERENCE:

Fair Labor Standards Act
29 USC 201 et seq.
29 CFR Section 778.100

ADOPTED: May 8, 2000
AMENDED: February 23, 2010
AMENDED: August 19, 2021

POLICY 480 VACATIONS FOR NON-CERTIFICATED EMPLOYEES: Request approval for amendments made for Policy 480 Vacations for Non-Certificated Employees. Policy 480 will read as follows:

All Full-time non-certificated employees of Cassia County Joint School District No. 151 who are assigned to a twelve month work schedule are entitled to annual paid vacation.

Guidelines are outlined as follows:

- 1- Full time employee is defined as an employee who normally works 20 or more hours per work week.
- 2- Vacation days are allocated on a fiscal year July 1st through June 30th annually.
- 3- New employees with less than 12 months of full time employment will receive a pro-rated allocation based upon the number of months & days worked up to the beginning of the new fiscal year (July 1st). Example of the pro-rated vacation allocation for an employee hired after July 1st - New employee hired Nov 15th will earn 6.25 days (10 days divided by 12 months = .833 of a day for each month worked). In this example, there are seven and one-half (7 1/2) months, November 15th through June 30th times .833 equals 6.25 days of earned vacation which will be allocated on July 1st following the actual hire date.
- 4- On July 1st, after the first full year of employment, full time employees will receive an allocation of days based on the following table:

Work Schedule	Vacation Days (after 1 year employed)	Vacation Days (after 7 years employed)
241< Days	10 Days	15 Days
230-240 Days	8 Days	12 Days

- 5- Each employee shall schedule his/her vacation time in advance and the vacation request must be approved by the proper supervisory personnel of the department or building(s) to which the employee is assigned.
- 6- Vacation may be used in ½ or full day increments only.
- 7- Vacation time may not accrue from one year to the next.
- 8- Upon separation from employment with the district, the value of the employee's earned and unused vacation will be paid in the employee's final paycheck. Vacation leave cannot be used to extend the employee's separation date.



LEGAL REFERENCE:

Idaho Code §33-1216

ADOPTED: May 8, 2000

AMENDED: August 13, 2001

AMENDED: September 24, 2013

AMENDED: August 19, 2021

POLICY 514 EVACUTATION DRILLS: Request approval for amendments made to Policy 514

Evacuation Drills. Policy 514 will read as follows:

To prepare students and personnel of Cassia County Joint School District No. 151 to respond to fire or other disasters, the superintendent or designee will formulate an emergency plan that addresses the evacuation of all occupants from each of the district's school buildings.

DISTRICT EMERGENCY PLAN

The district's emergency plan will include the following:

- Procedures for reporting emergencies to the proper responding agencies.
- Procedures for notifying, relocating, or evacuating students, personnel, and other occupants of the building(s).
- Procedures for assisting persons who are unable to use the general means of egress unassisted.
- Procedures for accounting for building occupants after the evacuation has been completed.
- Identification and assignment of personnel and their duties during an emergency, including those responsible for rescue or providing emergency medical aid.
- Floor plans including the locations of portable fire extinguishers, other fire extinguishing equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and secondary evacuation routes for each classroom and other areas of occupancy; and locations of interior refuge.
- Site maps identifying the designated exterior assembly area for each evacuation route.

The district's emergency evacuation plan will be submitted to the local fire department for review and input. The superintendent or designee will review and update the emergency plan annually and when structural or occupancy modifications occur.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Employees will receive training in fire emergency and evacuation plan procedures and their duties as part of new employee orientation and at least annually thereafter. Records will be kept and made available to the fire code official upon request. Training will address the following:

- Employees will be familiarized with their assigned duties in the event of an alarm or emergency.
- Identification of evacuation routes, refuge areas (interior as well as exterior), and exterior assembly areas.
- Procedures for leading groups of students or assisting individual students to evacuate.
- The locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
- Emergency action(s) that may be required for potential emergency conditions.
- Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.

INSPECTION

Each school principal or designee has the general responsibility to daily inspect exit facilities to ensure that stairways, doors, and other exits are in proper working condition. Any condition likely to interfere with the safe egress should be corrected immediately. If not possible, then the condition should be reported at once to the proper authority. Particular attention should be given to:

- Keeping all doors unlocked for egress during school hours or when the building is occupied.
- Keeping doors that protect evacuation paths (e.g., doors on stairway enclosures) closed. Under no circumstances are they to be blocked open.
- Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice.
- Keeping outside exit doors free from any materials that would interfere with rapid escape from the

building(s).

Each school building's principal or designee will implement, schedule, and carry out evacuation/fire drills in compliance with the emergency plan.

Evacuation/fire drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel, and visitors) from the building(s), or portions of the building(s) used for educational purposes. Identified special needs of students and personnel will be considered, analyzed, and incorporated into the school's emergency plan. The drills must include suitable procedures to ensure that all people subject to the drill are able to participate. The drills may be postponed during episodes of severe weather.

Fire drills are to be conducted in a manner that requires that the procedures set forth in the emergency plan are followed. During the fire drill, the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.

Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

The results of the evacuation drills will be recorded and evaluated for continued improvement. The superintendent or designee will periodically provide the board of trustees with an evacuation/fire drill report.

Records including the time and date of each fire drill, the person conducting the drill, the time required to evacuate the building(s), and any other information thought to be pertinent to the drill are to be maintained on school premises. These records are to be made available to the fire department for review.



LEGAL REFERENCE:

Idaho Code Sections

33-512 – Governance of Schools

39-8001 et seq. – Idaho Uniform School Building Safety Act

IDAPA

08.02.03.160 – Safe Environment and Discipline

24.39.60 – Rules Governing Uniform School Building Safety

ADOPTED: May 8, 2000

REVIEWED: November 16, 2017

AMENDED: August 19, 2021

POLICY 522 SCHOOL ATTENDANCE: Request approval for amendments made to Policy 522 School Attendance. Policy 522 will read as follows:

Cassia County Joint School District No. 151 is committed to fostering the academic and personal growth of its students; therefore, every child in the district is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma.

The board authorizes the superintendent or designee to enforce this policy, including the authority to identify a student who is habitually truant, complete and file the necessary supporting documentation, and give notice to the prosecuting attorney of trancies.

DEFINITIONS

“Designee” means the person(s) responsible for enforcing this policy on behalf of this district’s board of trustees and includes the superintendent and each school principal.

“Habitual truant” means:

- a. Any public school pupil who, in the judgment of the board of trustees, or the board's designee, repeatedly has violated the attendance regulations established by the board; or
- b. Any child whose parent/guardian has failed or refused to cause such child to be instructed as provided in Idaho Code Section 33-202.

ATTENDANCE REQUIREMENT

Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or disenroll the student. Absence from class for any reason, excused or unexcused, will be considered when making denial of promotion or credit and habitual truancy determinations.

CALCULATING ATTENDANCE

Absence from class for any reason, including family convenience and school-approved activities, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in limited circumstances, students are expected to be present at school and in their assigned grade or subject at all times while school is in session.

The school will provide written notice of absences to the student and his or her parent/guardian not less than quarterly, and more frequently if the student’s attendance drops below ninety-five percent (95%).

EXCUSED ABSENCES

Excused absences are those absences from school with the knowledge and approval of a student’s parent/guardian. Such absences will be counted toward the maximum of six (6) absences allowed per semester. Excused absences may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments. Excused absences do not, however, include “opting-out” of the academic standards and testing established by the district or Idaho State Board of Education. Such absences will be considered unexcused.

In order for an absence to be excused, oral or written communication from the student’s parent/guardian must be received within forty-eight (48) hours of the last day of the absence, except for school approved activity absences.

Activity Absences

Absences for a school approved program or activity in which classes will be missed are considered an excused absence. School approved activity absences will not be counted toward the maximum of six (6) absences.

UNEXCUSED ABSENCES

Unexcused absences are those absences from school without the knowledge and approval of a student’s parent/guardian. Students are truant if their absence from school is unexcused. Unexcused absences include departure from school or class during the school day without the permission of a district official, and “opting-out” of the academic standards and testing established by the district or Idaho State Board of Education. Such absences will be counted toward the maximum of six (6) absences allowed per semester and will be considered by the board when making denial of promotion or credit and habitual truancy determinations.

Tardies

A student is tardy if her or she is not in the assigned classroom when the bell rings. Junior high and high school students who are more than twenty (20) minutes late will be counted as absent and the absence will be considered unexcused.

Tardies due to a late district or city bus will not be counted on the student's record. The principal may also excuse tardies due to inclement weather or other extenuating circumstances.

DENIAL OF PROMOTION OR CREDIT

Students not meeting the ninety percent (90%) attendance requirements will not receive credit or be promoted even though they may have passing grades. A parent/guardian who has valid

reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the attendance committee. Such request must be made within five (5) days of receiving notice of the denial. The attendance committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted. The attendance committee will consist of the building principal, school counselor, and three (3) teachers designated by the principal.

The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within ten (10) days after the attendance committee submits its decision. The superintendent will render a decision on the appeal within ten (10) days after receiving the appeal.

The decision of the superintendent may be appealed to the board for a final decision. The appeal must be filed with the superintendent's office within ten (10) days after the superintendent notifies the parent/guardian of his or her decision. The board will address the appeal in executive session. The parent/guardian will have an opportunity to appear before the board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be denied credit or promotion. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses. Upon reviewing the decision of the attendance committee and superintendent, and the basis for the appeal by the parent/guardian, the board will uphold or overturn the superintendent's decision, issuing a written decision within ten (10) days. The board's decision will be final.

The student will be allowed to continue to attend classes pending the board's determination in this matter.

HABITUAL TRUANCY

A student is a habitual truant if he or she does not meet the ninety percent (90%) attendance requirements of this policy and one-half (1/2) or more of all such absences are unexcused.

Expulsion

Pursuant to Idaho Code Section 33-205, the board may expel a student because he or she is a habitual truant, as defined in this policy. The procedure for expulsion is set forth in Policy No.

544, Student Expulsion/Denial of Enrollment. The student will be allowed to continue to attend classes pending the board's determination in this matter.

Disenrollment

The board may disenroll a student who is determined to be a habitual truant pursuant to the following process:

1. The building administrator will submit a written notice of recommendation for a finding of habitual truancy to the superintendent or his/her designee.
2. The student will be allowed to continue to attend classes pending the board's determination in this matter.
3. A copy of the notice of recommendation, and notice of the opportunity for an informal hearing before the board, will be provided to the student's parent/guardian.
4. The parent/guardian will have an opportunity to appear before the board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be disenrolled for habitual truancy. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses.

5. The board will determine whether the student is a habitual truant and should be disenrolled and issue a written decision within ten (10) days. The board's decision is final. If the board determines that the student should be disenrolled, the notice will specify that the student will be disenrolled from school effective the date of the board's determination.
6. The parent/guardian may re-enroll the student at any time and forms for re-enrolling the student will accompany the notice sent to the parent/guardian.

Notice to Prosecuting Attorney

Any child between the ages of seven (7) and sixteen (16) whose parent/guardian fails, neglects, or refuses to place the child in school or have the child instructed will be considered habitually truant. Additionally, those students who do not conform to the attendance policies established by the board in this district will be considered habitually truant.

If the board or its designee determines that a student is a habitual truant, whether or not the student is expelled or disenrolled, the board or its designee will notify, in writing, the prosecuting attorney in the student's county of residence pursuant to Idaho Code Section 33-207.



LEGAL REFERENCE:

Idaho Code Section

20-510 – Information – Investigation - Petition

33-202 – School Attendance Compulsory

33-206 – Habitual Truant Defined

33-207 – Proceedings Against Parents or Guardians

33-506(1)

Idaho Opinion of the Attorney General No. 83-12

ADOPTED: May 8, 2000

AMENDED: July 12, 2001

AMENDED: November 9, 2004

AMENDED: April 24, 2007

AMENDED: October 27, 2009

AMENDED: February 21, 2019

AMENDED: July 15, 2021

POLICY 541 PROHIBITION OF WEAPONS: Request approval for amendments made to Policy 541 Prohibition of Weapons. Policy 541 will read as follows:

The Cassia County Joint School District No. 151 is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The district's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. It also includes the prohibition against willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin, and delivered by any means of communication.

PROHIBITIONS

Students attending district schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.

3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.
4. Threatening by word, electronic means or act to use a firearm or other deadly or dangerous weapon to do violence to any person on school grounds or to disrupt the normal operations of the school district's operations by making a threat of violence.
5. Knowingly possessing, altering or repairing a firearm or other deadly or dangerous weapon in the furtherance of carrying out a threat made by word, electronic means or act to do violence to any person on school grounds or to disrupt the normal operations of the school district.

DEFINITIONS

"Possess" is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student's person;
2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
4. The student's locker; or
5. Any other school-related or school-sponsored event, regardless of location.

"Deadly or dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length as defined in 18 U.S.C. Section 930. "Weapon" additionally includes a knife with a blade of any length.

"Firearm" shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921, and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns. Antique firearms are specifically excluded.

"On school grounds" means in or on property owned or operated by a school district, public charter school or private school.

INVESTIGATION

The superintendent or designee will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the superintendent or designee, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the superintendent or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.

DISCIPLINARY ACTIONS

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the likelihood of recurring violation; and the student's prior conduct.

Expulsion Mandated by Federal Law

In accordance with the federal Gun-Free Schools Act and Idaho Code §33-205 the board of trustees shall expel a student from school who has been found to possess a firearm on school property in this state or any other state.

The expulsion will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis when the board determines that reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students.

Referral to Law Enforcement

The superintendent or designee will refer any student who possesses a firearm on school property in violation of state or federal law to the appropriate law enforcement agency.

The board may, at its discretion, refer other students who violate this policy to law enforcement.

STUDENTS WITH DISABILITIES

Disciplining students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, under this policy will follow federal guidelines.

DENIAL OF ENROLLMENT

This district will not admit a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code §33-205.



LEGAL REFERENCE:

Idaho Code Sections

33-205 – Denial of School Attendance

18-3302D – Possessing Weapons or Firearms on School Property

18-3302I – Threatening Violence on School Grounds

18 USC §921

18 USC §930

Elementary and Secondary Education Act, Section 4141 (2001)

ADOPTED: May 8, 2000

AMENDED: June 13, 2006

AMENDED: July 19, 2018

AMENDED: August 19, 2021

POLICY 565 IMMUNIZATION REQUIREMENTS: Request to approve for amendments made to Policy 565 Immunization Requirements. Policy 565 will read as follows:

IMMUNIZATION CERTIFICATION STATEMENT

At the time of first admission to any public school within this district, and before attendance, all students must present an immunization certification statement signed by a physician or a physician's representative, or another licensed health care professional, stating the type, number, and dates of immunizations received. Alternatively, at the request of the parent or guardian, the district will access the voluntary statewide registry of immunization status (IRIS) maintained by the Idaho Department of Health and Welfare to verify whether the student has received the required immunizations. Immunizations shall be in accordance with the schedule adopted by the Idaho Department of Health and Welfare unless fewer doses are medically recommended and documented by a physician.

DEFINITIONS

Immunization Record. An electronic medical health record, an immunization registry document, or a written immunization certificate confirmed by a licensed health care professional or a physician's representative which states the month, day, and year of each immunization a person has received.

Laboratory Proof. A certificate from a licensed medical laboratory stating the type of test performed, the date of each test, and the results, accompanied by a physician's statement indicating the child is immune.

Licensed Health Care Professional. A practitioner, licensed in the State of Idaho by the Board overseeing the practitioner's license, or by a similar body in another state or jurisdiction within the United States. The practitioner's scope of practice for licensure must allow for the ordering of immunizations and writing of prescriptions, or the practitioner must be under the direction of a licensed physician. Licensed health care professionals who may provide for immunization requirements include: medical doctors, osteopaths, nurse practitioners, physicians' assistants, licensed registered nurses, and pharmacists. Other persons authorized by law to practice any of the healing arts shall not be considered licensed health care professionals for purposes of this policy.

Parent, Custodian or Guardian. The legal parent, custodian, or guardian of a child or those with limited power of attorney for the temporary care or custody of a minor child.

Physician's Representative. Any person appointed by, or vested with authority to act on behalf of a physician in matters concerning health.

School Authority. An authorized representative designated by the Board of Trustees of this school district.

REQUIRED IMMUNIZATIONS

Students are required to be immunized as follows:

Student Born on or Before September 1, 1999. A student born on or before September 1, 1999, must meet the following minimum immunization requirements prior to admission for these vaccines: one (1) dose of Measles, Mumps, and Rubella (MMR), four (4) doses of Diphtheria, Tetanus, Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 1999 Through September 1, 2005. A student born after September 1, 1999, through September 1, 2005, must meet the following minimum immunization requirements prior to admission for these vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), three (3) doses of Polio, and three (3) doses of Hepatitis B.

Student Born After September 1, 2005. A student born after September 1, 2005, must meet the following minimum immunization requirements prior to admission for the following vaccines: two (2) doses of Measles, Mumps, and Rubella (MMR), five (5) doses of Diphtheria, Tetanus, and Pertussis (DTaP), four (4) doses of Polio, three (3) doses of Hepatitis B, two (2) doses of Hepatitis A, and two (2) doses of Varicella.

Seventh Grade Immunization Requirements. Effective with the 2011-2012 school year, and each year thereafter, in addition to the required immunizations listed above, a student must meet the following minimum immunization requirements prior to admission into the seventh (7th) grade for these vaccines: one (1) dose of Tetanus, Diphtheria, Pertussis Booster (Tdap), and one (1) dose of Meningococcal. This requirement will be extended to: 7th - 8th grade students in 2012, 7th - 9th grade students in 2013, 7th - 10th grade students in 2014, 7th - 11th grade students in 2015, and 7th - 12th grade students in 2016.

Twelfth Grade Immunization Requirements. Effective at the start of the 2020-2021 school year, and each year thereafter, in addition to the required immunizations listed above, students must meet the following minimum immunization requirements prior to admission into the twelfth (12th) grade:

- a. Students who received their first dose of Meningococcal (MenACWY) vaccine before the age of sixteen (16) must have two (2) doses of Meningococcal (MenACWY) vaccine.
- b. Students who received their first dose of Meningococcal (MenACWY) vaccine at sixteen (16) years of age and older, or those who have never received a dose, must have one (1) dose of Meningococcal (MenACWY) vaccine.

SCHEDULE OF INTENDED IMMUNIZATIONS

Parents/guardians of a student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations must provide a statement to the school at the time of first admission and before attendance that includes the following information:

1. Name and date of birth of the student;
2. School and grade in which the student is enrolled and attending;
3. Types, numbers, and dates of scheduled immunizations to be administered;
4. Signature of the parent, guardian or custodian providing the information; and
5. Signature of a licensed health care professional providing care to the student.

If a student is admitted to school and fails to continue the schedule of intended immunizations, that student will be excluded from school until documentation is presented to school authorities by the student's parent, custodian or guardian setting forth the administration of the required immunization(s).

EXCEPTIONS TO IMMUNIZATION REQUIREMENT

When supporting documentation is in the possession of school authorities at the time of admission and before attendance, a student who meets one (1) or both of the following conditions will not be required to receive the required immunizations in order to attend school:

1. **Laboratory Proof.** When a student submits laboratory proof of immunity to any of the childhood diseases identified above, the student will not be required to receive the immunization for the diagnosed disease.
2. **Disease Diagnosis.** A student who has a statement signed by a licensed health care professional stating that the student has had varicella (chickenpox) disease diagnosed by a licensed health care professional upon personal examination will not be required to receive the immunization for the diagnosed disease.

EXEMPTION FROM IMMUNIZATION

A student who supplies documentation to the district at the time of admission and before attendance of one (1) or both of the following conditions is not required to undergo the required relevant immunizations:

1. **Life or Health Endangering Circumstances.** A signed statement of a licensed physician that the student's life or health would be endangered if any or all of the required immunizations are administered.
2. **Religious or Other Objections.** A signed statement of the parent, custodian, or legal guardian that must be either:
 - a. On a standard form of the Idaho Department of Health and Welfare or similar form provided by the school district; or
 - b. A signed statement that includes:
 - i. The name and date of birth of the student;
 - ii. A statement indicating that the student is exempt from immunization as provided by this policy and Idaho law for religious or other objections; and
 - iii. The signature of the parent, custodian, or legal guardian.

The district will inform parents and guardians of applicable exemptions, with a citation to Idaho Code §39-4802, in its communications regarding immunization.

EXCLUSION FROM SCHOOL

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this district, unless the student is excepted or exempted as provided herein. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy. The Idaho Department of Health and Welfare may exclude any student who has

not been immunized in accordance with Idaho law and may also exclude any exempted student in the event of a disease outbreak.

REPORTING REQUIREMENTS

A copy of a report of each school's immunization status, by grade, will be submitted to the Idaho Department of Health and Welfare on or before November 1 of each school year. Such information will be reported on an Idaho Department of Health and Welfare form or electronically and will include:

1. School and enrollment identification information including:
 - a. Inclusive dates of reporting period;
 - b. Name and address of school, district and county in which located;
 - c. Grade being reported and total number of students enrolled in each grade; and
 - d. The name and title of the person completing the report form.
2. Total number of students enrolled and attending school in each grade who:
 - a. Meet all of the required immunizations;
 - b. Do not meet all of required immunizations, listed by specific immunization type;
 - c. Do not meet the immunization requirement but are in the process of receiving the required immunizations; or
 - d. Have claimed an exemption to the required immunizations.



LEGAL REFERENCE:

Idaho Code Sections

33-512(7) – Governance of Schools

39-4801 *et seq.* – Immunization Exemptions

IDAPA 16.02.15 – Immunization Requirements for Idaho School Children

ADOPTED: May 8, 2000

AMENDED: June 14, 2005

AMENDED: April 26, 2011

AMENDED: April 24, 2012

AMENDED: August 15, 2019

AMENDED: August 19, 2021

INFORMATION ITEMS:

RECOGNITIONS: Superintendent Miller recognized Ms. Kim Johnson and Mr. Randy Spaeth for receiving the Athletics Director of the Year award for the State of Idaho for the 2020-2021 year. She noted that this is Mr. Spaeth's second year in a row of receiving this honor. Mr. Spaeth is 1A Division 1 Athletic Director of the Year and Ms. Johnson Middle School/Jr. High Athletic Director of the Year.

The Board of Trustees gave their congratulations to these two Athletic Directors.

STUDENT REPORT OUT: Superintendent Miller invited Federal Programs Director Kim Bedke to explain and introduce the Cassia County students who attended the Migrant Student Leadership Institute (MSLI) to the Board of Trustees. Ms. Bedke expressed her appreciation to Region IV for being able to host the MSLI this year. She stated that between the Districts in Region IV thirty-five (35) students attended. She explained the activities attended by these students. Ms. Bedke reminded the Board of Trustees she told them about a student last year who was going to Mexico. While he was in Mexico he would work on his course work. Every year his family goes back to Mexico to work and see family. While they are there Mr. Del Toro takes work from Cassia School District and continues his studies while in Mexico.

She introduced Ms. Grace Campos, a teacher from Burley High School and a counselor for MSLI for the past several years. Ms. Campos noted that Manuel Del Torr earned six (6) credits this summer at Summer School. He worked so hard to catch up and make up anything he couldn't do in Mexico here at our school. He was very successful.

Ms. Campos presented a PowerPoint Presentation to the Board of Trustees to show the success of MSLI. The students who attended MSLI from Cassia Jt. School District are as follows: Damian Zazueta, Maribel Rojas, Manuel Del Toro and Maritza Patino. Ms. Bedke presented a certificate of accomplishment to each student.

Ms. Campos noted that she is a counselor of MSLI on a State level, also.

Manuel del Toro spoke passionately to the Board of Trustees about his desire to finish high school and to go on to college in order to make a better life for himself.

ACTION ITEMS:

SEMI-ANNUAL BOND PAYMENT: Motion by Ryan Cranney and seconded by Jeff Rasmussen to approve the semi-annual bond payment in the amount of \$2,060,577.35 which is due on September 15, 2021. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

SURPLUS VEHICLE DECLARATION: Motion by Jeff Rasmussen and seconded by Bruce Thompson to approve the declaration of surplus vehicles and offer them on www.publicsurplus.com. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

FUEL CALL FOR BID: Motion by Jeff Rasmussen and seconded by Ryan Cranney to approve a Call for Bid for Diesel and Unleaded Fuel for October 1, 2021 through June 30, 2023 with the bids to be opened at 1:00 p.m. on Friday, September 10, 2021 at the Cassia County Joint School District Office. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

TRANSPORTATION BUSES CALL FOR BID: Motion by Ryan Cranney and seconded by Bruce Thompson to approve a Call for Bid for buses for the 2021-2023 School Years with the bids to be opened at 1:00 p.m. on Friday, September 10, 2021 at the Cassia County Joint School District Office. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICIES:

POLICY 294P1 CIVIL RIGHTS GRIEVANCE PROCEDURE: Motion by Ryan Cranney and seconded by Bruce Thompson to approve Policy 294P1 Civil Rights Grievance Procedure as a new Procedure. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried. Policy 294P1 will read as follows:

Grievances by employees, students or other persons alleging illegal discrimination by this district, its employees, other students, or third parties in any of the district's public facilities, programs or activities based on race, sex, national origin, color, age (persons forty (40) years of age or older), religion, or disability may be filed as follows:

FILING A CIVIL RIGHTS GRIEVANCE COMPLAINT

A complaint should be filed in writing by the complainant, by the complainant's representative, parent or guardian or both. Any complaints received by this district by telephone or verbally will be recorded by the district in written form. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

For complaints relating to the district's child nutrition program, the district will forward the complaint to the Idaho State Department of Education, Child Nutrition Programs Director, P.O. Box 83720, Boise, Idaho 83720-0027, within three (3) working days. Complaint forms are available through the district's Title IV Coordinator, Ludean Henderson, on the USDA website (at http://www.ascr.usda.gov/complaint_filing_cust.html), or on the Idaho State Department of Education website (at <http://www.sde.idaho.gov/cnp/files/resource-center/civil/forms/Sample-Complaint-Form-English.pdf>).

INVESTIGATION AND REPORT

The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the superintendent or designee must investigate the incident and issue a written finding of whether or not discrimination was found. The investigation will include, but not be limited to, interviews with the complainant and school district personnel. The investigator will allow both parties an opportunity to present written statements of witnesses and/or other evidence.

If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the designee of the superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency. A complainant may at any time file a complaint directly with other agencies listed on page two (2) of this policy.

REMEDY IF DISCRIMINATION IS FOUND

If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take immediate steps to remedy such discrimination and to prevent the recurrence of discrimination. The superintendent will provide the complainant with a written report of the findings and proposed remedy, if any. The superintendent will report the investigation findings and proposed remedy, if any, to the board at the next special or regular meeting.

FILING OTHER COMPLAINTS

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 317 W Main Street, Boise, Idaho 83720.
2. Office for Civil Rights, U.S. Department of Education, 810 3rd Avenue, Suite 750, Seattle, WA 98104.
3. U.S. Department of Justice, Washington, D.C. 20530.
4. Equal Employment Opportunity Commission, 909 1st Avenue #400, Seattle, Washington 98104 (for employment related complaints).
5. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or email to: program.intake@usda.gov (for complaints related to child nutrition programs).

NO RETALIATORY ACTION

No individual who has filed a complaint, testified, assisted or participated in any manner in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against.

RETENTION OF RECORDS

The district will develop a system for tracking all civil rights complaints. Complaint logs will be maintained at the district office and other locations as may be required by federal or state law. All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years plus the current year.

SCHOOL DISTRICT ACTIONS

All employees, students, and third parties of the district will be responsible for acting in accordance with this policy.

TRAINING

All district employees will receive annual training on civil rights complaint procedures in accordance with applicable federal law and regulations for the programs in which they work. For example, all food and nutrition staff, including “frontline staff” such as supervisors, administrators and other staff involved in the implementation and monitoring of child nutrition programs will receive training in accordance with applicable USDA regulations.



LEGAL REFERENCE:

Title VII of the Civil Rights Act of 1965

42 USC §2000e et seq.

Title VI of the Civil Rights Act of 1964

42 USC §2000d et seq.

Section 1981 of the Civil Rights Act of 1866

42 USC §1981

Section 1983 of the Civil Rights Act of 1871

42 USC §1983

The Equal Pay Act 1963

29 USC §206d

Title IX of the Education Amendments of 1972

20 USC §1681

Age Discrimination and Employment Act of 1967

29 USC §621 et seq.

Americans with Disabilities Act of 1990

42 USC §12101 et seq.

Section 504 of the Rehabilitation Act 1973

29 USC §794

USDA Child Nutrition Program Civil Rights

42 USC §1751 et seq.

ADOPTED: August 19, 2021

POLICY 443 CERTIFICATED EMPLOYEE EVALUATIONS AND APPENDIX: Motion by Ryan Cranney and seconded by Bruce Thompson to approve Policy 445 Certificated Employee Evaluations as a second reading with the new amendments to the policy and a number change from 445 to 443. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

POLICY 466 GRIEVANCE PROCEDURE FOR CERTIFIED EMPLOYEES: Motion by Jeff Rasmussen and seconded by Ryan Cranney to approve Policy 466 Grievance Procedure for Certificated Employees as amended. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

DEFINITIONS

Grievance is a written complaint alleging a violation of the Master Agreement between the district and the Cassia County Education Association, a violation of district policy, or a violation of an individual’s rights under the law. An aggrieved person or grievant is a certified employee asserting a grievance.

A day, as used herein, shall mean any day school is in session within a regular school year as shown on the official school calendar. If the grievance extends beyond the regular school year a day means any day, Monday through

Friday, exclusive of holidays. If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the end of the school year, then the time limits set forth herein may by mutual agreement be reduced so that the grievance procedure will be concluded prior to the end of the year, or as soon thereafter as is practical.

PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to problems which may, from time to time arise. These proceedings will be kept formal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained will be construed as limiting the rights of any employee having a grievance to discuss the matter informally with his/her principal or supervisor and having the grievance adjusted, provided, the adjustment is consistent with this procedure and school district policy. Most problems which arise during the day-to-day operation of the schools can be solved by an informal conference between the employee or employees and the principal or supervisor. Every reasonable effort should be made to resolve such problems at the building level. It is important that a grievance be processed as rapidly as possible. The number of days indicated at each level should be considered as a maximum. The time limits specified may be extended by mutual consent. Any grievant must initiate grievance procedures as outlined within twenty (20) days after knowledge of the event or condition complained of.

Any statement of fact pertaining to the grievance known at the time of filing must be included in the written statement of grievance.

INFORMAL PROCEDURE

The grievant should first discuss the matter with his/her principal or supervisor in an effort to resolve the alleged violation informally. The principal or supervisor must within five (5) days give his/her answer to the employee. If, after such decision, the grievant is not satisfied with the disposition of the matter, he/she may follow the Formal Procedures for adjustment of the grievance.

FORMAL PROCEDURE – BUILDING LEVEL

If a grievant is not satisfied with the disposition of his/her grievance through the Informal Procedure, he/she may, within ten (10) days after receiving his/her answer under the Informal Procedure, submit his/her written Statement of Grievance to his/her principal or supervisor who shall arrange for a meeting to take place within four (4) days after receipt of the Statement of Grievance.

The parties may be represented by a person of their own choosing.

The principal or supervisor shall, within three (3) days after the meeting, render his/her decision and rationale in writing to the grievant. A copy of the Statement of Grievance will be kept on file in the principal's or supervisor's office.

FORMAL PROCEDURES – SUPERINTENDENT LEVEL

If a solution satisfactory to both parties has not been reached at the building level, or if there is no response, within the time provided above, the grievant may, within ten (10) days, submit the Statement of Grievance to the Superintendent of schools of his/her official designee.

The Superintendent/designee shall render a written decision within five (5) days of receipt of the appeal, which decision will be promptly given to both parties involved in writing.

FORMAL PROCEDURES – BOARD LEVEL

If the grievant is not satisfied with the disposition of the grievance by the Superintendent/designee, or if there is no response within the time period, the grievant may, within ten (10) days after receipt of the Superintendent's/designee's decision, request in writing to the Board Clerk, that the Statement of Grievance be submitted to a hearing panel selected by the Board of Trustees. The hearing panel shall consist of the three (3) persons: one (1) designated by the Board; one (1) designated by the grievant; and one (1) neutral party agreed upon

by the two (2) appointed members for the purpose of reviewing the grievance. Within ten (10) days of receipt of the request for hearing, the Board shall convene the hearing panel. *All* parties may produce witnesses and evidence of every description relevant to the grievance. The parties may be represented by a person of their choosing.

The hearing panel shall render its decision, in writing, within five (5) days after the hearing and shall submit its decision to the grievant, the Superintendent and the Board.

The panel's decision shall be the final and conclusive resolution of the grievance unless the Board overturns the panel's decision by resolution at the Board's next regularly scheduled public meeting or unless within forty-two (42) calendar days of the filing of the panel's decision, either party appeals to the district court in the county where the school district is located. Upon appeal of the decision of the Board, the district court may affirm or set aside and remand the matter to the Board upon the following grounds and shall not set the same aside on any other grounds:

- That the findings of fact are not based on any substantial, competent evidence;
- That the Board has acted without jurisdiction or in excess of its powers;
- That the findings by the Board as a matter of law do not support the decision.

SUPPLEMENTAL GRIEVANCE CONDITIONS

- A certified employee filing a grievance pursuant to this policy shall be entitled to a representative of his/her choice at each step of the grievance procedure provided herein. The immediate supervisor or Superintendent/designee shall be entitled to a representative at each step of the grievance procedure.
- The Timelines established herein may be waived or modified by mutual agreement of the parties.
- Utilization of the grievance procedure established herein shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
- There shall be no reprisal, restraint, interference, coercion or discrimination by the district or its employees against any person involved in the grievance procedure.
- Nothing herein shall be construed as limiting the right of any certified employee having grievance to discuss the matter informally with any appropriate member of the administration.
- The grievant shall not approach members of the Board individually nor shall the Superintendent discuss the grievance with the Board in an attempt to prejudice the Board prior to a full hearing.
- All documents, communications or records dealing with a grievance shall be filed separately from the certified employee's personnel file.
- Copies of grievances and decisions rendered at each level shall be sent to the Superintendent's office and may be sent to the Association upon the employee's request.
- Strict compliance with this grievance procedure shall be required, and failure to do so shall relieve any responsibility for further consideration of a grievance until full compliance has been made.

EXCLUSIVE REMEDY

No teacher or group of teachers shall seek any other remedy, by court proceedings or otherwise, without having fully exhausted his/her remedies provided under this grievance procedure policy through the Board level.



ADOPTED: August 10, 2000

AMENDED: June 17, 202

POLICY 555 COMMUNICABLE DISEASES: Motion by Bruce Thompson and seconded by Darin Moon to approve Policy 466 Communicable Diseases as a new policy. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried. Policy 555 will read as follows:

It is the responsibility of the district to meet Idaho Department of Health and Welfare requirements and regulations with regard to the control of communicable diseases in school settings. It is also the responsibility of the district to protect the rights of employees and students who may be infected with a communicable disease. Therefore, the board adopts the following policies to implement district responsibilities in this area. The board authorizes the

superintendent to implement appropriate procedures to address any communicable or infectious disease outbreak, in accordance with applicable law and district policy.

COMMUNICABLE DISEASES

A communicable disease is any illness or condition which is identified as such by the Idaho Department of Health and Welfare. With any communicable disease infection, the district will consult with [name of applicable local health district] and follow recommended guidelines specific to each disease concerning exclusion and treatment of contacts.

When an employee or student reports that he/she has contracted a communicable disease, the district will determine whether the employee or student poses a risk of harm to students and other staff members after consulting with South Central Health District and reviewing recommended guidelines, specific to the disease, concerning exclusion and treatment of contacts. In addition, the district will determine what precautions, if any, are necessary.

Each school year, the district will provide instruction to all building staff including custodial and food service staff in the employment of the most current version of Universal Precautions. Universal Precautions as recommended by the Centers for Disease Control (CDC) include established routines for handling body fluids and providing sanitary environments.

REPORTING OF COMMUNICABLE DISEASES TO THE LOCAL HEALTH DEPARTMENT

Pursuant to the Idaho Reportable Diseases Regulations, IDAPA 16.02.10, the district will file a report with the South Central Health District in the event an employee or student is known, or reasonably suspected, to have a reportable communicable disease.

CONFIDENTIALITY

Information regarding an employee's or student's medical status, including the presence of a communicable disease, shall be treated as confidential. No information known to the district or its employees regarding an employee's or student's medical status shall be divulged, directly or indirectly, to any other individuals or groups unless:

- The employee or student's parent/guardian gives prior approval for the disclosure; or
- Such disclosure is required by law.

PREVENTING THE SPREAD OF INFECTION

The district will take reasonable precautions to ensure a safe and clean school environment as may be recommended by the CDC, [name of local public health agency], the Governor or local county or city authorities. Such precautions may include, but are not limited to: posting of signs in school facilities identifying symptoms to watch for, providing information to students, employees, patrons and families regarding steps that will be taken by the district in the event of an illness or outbreak, requiring the use of masks, and providing alcohol-based hand sanitizers throughout school facilities. Specific procedures and requirements will be communicated pursuant to the district's applicable Health or State/National Emergency Plan.

In the event of an infectious disease outbreak, the district may implement some or all of the following to limit the spread of infection.

Telecommuting

Telework for employees will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to [identify one of the following: superintendent, building principal, human resources manager, business manager, etc.] for consideration.

Staying Home When Ill

During an infectious disease outbreak, it is critical that students do not come to school and employees do not report to work while they are ill and/or experiencing symptoms associated with the applicable infectious disease outbreak. Examples of symptoms include, but are not limited to: fever, cough, sore throat, runny or stuffy nose, body aches,

headache, chills and fatigue. Currently, the CDC recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. For some infectious diseases, such as COVID-19, the CDC additionally recommends staying at home for at least 10 days after symptoms first appeared and symptoms have improved. For those who have tested positive for COVID-19 but had no symptoms, the CDC recommends staying home for 10 days after the test.

Requests for Medical Information and/or Documentation

For students or employees who are out sick or show symptoms of being ill, it may become necessary to request information from sick individuals and/or their health care provider. In general, the district would request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for such individuals to return to school or work. As noted above, all medical information received will be deemed confidential.

Social Distancing Guidelines for Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the district may implement some or all of the following social distancing guidelines at some or all of its facilities to minimize the spread of the disease among students and staff, taking into consideration the age of students at a particular school, building design and other factors:

- Cancellation of field trips, assemblies and other large gatherings;
- Cancellation or modification of classes where students are likely to be in very close contact;
- Increasing space between desks;
- Changes to cafeteria schedules and food service;
- Staggering arrival and/or dismissal times;
- Limiting non-essential visitors to school facilities; and
- Limitation of cross-school transfers for special programs (e.g. music, academic clubs, STEM centers, etc.).



LEGAL REFERENCE:

Idaho Code Sections

- 33-212 – Authority to Close Schools to Prevent the Spread of Infectious Disease
- 33-512(4) and (7) – Governance of Schools
- 33-1612 – Thorough System of Public Schools

IDAPA 16.02.10 – Idaho Reportable Diseases

34 C.F.R. Part 104 - Nondiscrimination on the Basis of Handicap in Programs or Activities

Receiving Federal Financial Assistance

28 C.F.R. Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services

29 C.F.R. §1910.1030b – OSHA Definitions

CROSS REFERENCE:

Policy 562 – Exclusion for Communicable Diseases

ADOPTED: August 19, 2021

EXECUTIVE SESSION: (8:30 p.m.) Motion by Darin Moon and seconded by Bruce Thompson to exit Open Session Board Meeting and enter into Executive Session according to Idaho Code §74-206(1)(b)(c) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or individual staff member or individual agent, or public school student; (c) To acquire an interest in real property not owned by a public agency; Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

OPEN SESSION: (9:06 p.m.) Motion by Bruce Thompson and seconded by Darin Moon to exit Executive Session and resume into Open Session Board Meeting. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

ADJOURN: (9:06 p.m.) Motion by Jeff Rasmussen and seconded by Ryan Cranney to adjourn. Voting Aye: Rasmussen, Cranney, Thompson, Moon, Loughmiller; motion carried.

Heber Loughmiller, Board Chairman

Pamela Teeter, Board Clerk

◆◆◆◆◆