

Garden Valley School District #71

COMMUNITY RELATIONS

1303

Policies and Procedures to Review Annually

The following policies, procedures, and forms shall be reviewed annually by the School Board.

1600	Code of Ethics for School Board Members
2200	School Year, Calendar, and Instructional Hours
2420, 2420P	Title 1 Parent Involvement
3010	Open Enrollment by Students Who Reside Within and Outside the District
3285*	Relationship Abuse and Sexual Assault Prevention and Response
3295*	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3300*	Drug Free School Zone
3320*	Substance and Alcohol Abuse
3330*	Student Discipline
9410	Garden Valley School District Firearms Policy and Procedure
3500*	Student Health/Physical Screenings/Examinations
3530*	Suicide
4210F1	Fee Schedule for Community Use of School Facilities
7250	Fund Accounting System
7305	Investment of Funds
7500	New Fees or Increase of Fees
8170	District-Owned Vehicles
Procedure	Emergency and Disaster Preparedness(classroom binders)
8520*	Inspection of School Facilities and Emergency Evacuation Plan

*Must be reviewed annually by the Board or delegated by the Board to the Superintendent or his or her designee.

**Must be reviewed annually by another party.

When the Board reviews a policy, they shall note the date reviewed at the bottom of the policy in the field provided. When a policy is reviewed by any other part in accordance with this policy, the completion of such review shall be reported to the Board by the Superintendent. The Board shall then note in the field provided at the bottom of this policy, “(date reviewed) by (position of the person who reviewed it)”.

Legal Reference: I.D.A.P.A. 08.02.03.160

Rules Governing Thoroughness, Safe Environment and Discipline

Policy History:

Adopted on: 11/08/2022

Revised on:

Reviewed on:

Garden Valley School District No. 71

THE BOARD OF TRUSTEES

1600

Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

As a member of my local board of trustees, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;

Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent;

Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

Recognize that the superintendent is the board's advisor and should be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearings panel;

Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about district decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of district operations to the superintendent, not to district staff or to a board meeting;

Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____

Policy History:

Adopted on: 8-4-2011

Revised on:

Garden Valley School District No. 71

INSTRUCTION

2200

School Year / Calendar / Instructional Hours

School Fiscal Year

The fiscal year of the school is from July 1 to June 30.

School Calendar

The Board annually shall establish the dates for opening and closing classes, teacher in-services, the length and dates of vacation, and the days designated as legal school holidays.

Holidays / Commemorative Days

School holidays shall include New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day.

For those commemorative days that fall on a school day, the teachers and students shall devote a portion of the day on each such day designated in I.C. § 73-108.

Instructional Hours

The District shall provide the minimum number of instructional hours for students at each grade level as follows:

<u>Grades</u>	<u>Hours</u>
K	450
1-3	810
4-8	900
9-12	990

PIR Days

Not more than twenty-two (22) hours may be utilized for in-service teacher activities.

Legal Reference: I.C. § 33-512 Governance of schools
I.C. § 33-701 Fiscal year – Payment and accounting of funds
IDAPA 08.02.01.250.01 Required Instructional Time
IDAPA 08.02.01.250.03 Day In Session When Counting Pupils in Attendance

Policy History:

Adopted on: 5-8-2012

Revised on:

INSTRUCTION

2420

Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212

Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans

P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: 5-8-2012

Revised on:

Garden Valley School District No. 71

INSTRUCTION

2420P

Title I Parent Involvement

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual plan designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education;
- Parent participation in school decision making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

Parents

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Be aware of rules and regulations of school;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

- Develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school;
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement Policy and Plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Policy History:

Adopted on: 5-8-2012

Revised on:

STUDENTS

3010

Open Enrollment

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located, therefore, this policy is adopted to allow all in-district and out-of-district patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the board of trustees shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer. A student currently under suspension or expulsion in this district or another district is not eligible for Open Enrollment under this policy.

Transportation

Parent's or guardian's of a student accepted under this open enrollment policy will be responsible for transporting their child or ward. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within the District's boundaries.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this district, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year. The application acceptance period may be waived with the mutual agreement of the Garden Valley School District and the district in which the student's parent or guardian resides or between principals for an in-district transfer. It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

The Superintendent shall establish a procedure for:

- the method of determining which students are chosen when classroom space is limited;
- notifying parents of the action taken on the open enrollment application;
- the factors which may possibly cause an open enrollment application to be denied;
- the process for removing a student from a transfer school, including the grounds for removal, parent notification and the appeal process.

Re-enrollment

As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he/she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process.

In situations where class size is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to situations where a student:

- resides in the District and seeks enrollment in another district school under the provisions of the No Child Left Behind Act;
- was previously enrolled at the requested school during the prior year;
- has a brother or sister enrolled at the requested school;
- resides in the attendance area of another District school;
- has parents employed by the District; or
- has unique situation or extraordinary circumstances.

The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The student to teacher ratios shall not exceed the overloaded class/teacher limits outlined in the Class Size policy #2240.

Revocation of a Transfer

Transfer students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove or refuse a transfer student at any time. If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of the district. The Board of Trustees may review the Superintendent's decision.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. If a student who is a resident of another, applies to this district and is accepted under the terms of this policy, and fails to attend shall be ineligible to apply again for open enrollment in this district.

Preventing or Recruiting Potential Open Enrollment Students

The District or its' employees will not take any action to prohibit or prevent application by a students to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. Their report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference: 2240 Class Size

Legal Reference: I.C. §33-512
 I.C. §33-1401
 I.C. §33-2001
 I.C. §33-1402

Policy History:

Adopted on: 12-13-2011

Revised on: 03-08-2016

Reviewed on: 08-09-2022

Garden Valley School District No. 71

COMMUNITY RELATIONS

4210F

Fee Schedule for Community Use of School Facilities

Building/Area	Rate of Charge
Multi-Purpose Room	\$25.00
Kitchen Multi-Purpose Room*	\$40.00
Gym	\$50.00
Classroom	\$10.00 Minimum

*When kitchen equipment is used, a school cook or other school employee must be present.

All charges are based on a per-day charge. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on time and a half the employees wage for such additional employee.

A check covering the rent and labor must be paid to the Business Manager or designee of the School District.

Policy History:

Adopted on: 11-1-2011

Revised on:

Garden Valley School District No. 71

FINANCIAL MANAGEMENT

7250

Fund Accounting System

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The following funds are maintained by the District:

General Fund (100)
Federal Forest Reserve Fund (220)
Benchmark (231)
Idaho Women's Charitable Foundation (232)
School Building Maintenance – Student Occupied (240)
Driver Education Fund – State (241)
Professional Technical – State (243)
Technology – State (245)
Substance Abuse – State (246)
Benchmark/Metlife (249)
Title I-A, ESEA-Improving Basic Programs (251)
Title I-D, Neglected & Delinquent Children (255)
Title VI-B, IDEA-School Age (257)
Title VI-B, IDEA-Pre-School (258)
Title V-A, ESEA-Innovative Practices Program Fund (261)
Title VI-B, ESEA-Rural Education Initiative (262)
Perkins III-Professional Technical Act (263)
Title II-A, ESEA-Improving Teacher Quality (271)
Title IV-A, ESEA-Safe & Drug Free School Fund (273)
Title II-D, ESEA-Technology (282)
Child Nutrition Fund (290)
Debt Service Bond & Interest (300)
Bond Fund (310)
Capitol Construction Projects (410)
Plant Facilities Fund (420)
Plant Facilities-Student Occupied (430)
School Activity Fund (750)
General Fixed Assets (810)
General Long Term Debt (910)

Legal Reference: I.C. § 33-901 et seq.	School Funds
I.C. § 33-701 et seq.	Fiscal Affairs of School District

Garden Valley School District No. 71

FINANCIAL MANAGEMENT

7305

Investment of Funds

Pursuant to Idaho Code §33-701, the Board authorizes the Superintendent to invest all or part of any plant facilities reserve fund, or any fund accumulated for the payment of interest on, and the redemption of, outstanding bonds, or other obligations of the District. The Superintendent shall develop criteria and procedures for appropriate investments which shall be reviewed by the Board. A progress report of investments shall be made to the Board on a regular basis.

Policy Considerations

The investment policy shall be reviewed annually by the Superintendent or designee and recommended changes will be presented to the Board for consideration.

Investments may be made only in those instruments approved by, and in a method in conformity, with state law including any instrument permitted by law for the investment of state moneys.

Legal Reference:	I.C. § 33-701	Fiscal Year - - Payment & Accounting of Funds
	I.C. § 67-1210	Investment of Idle Moneys

Policy History:

Adopted on: 10-11-2011

Revised on:

Garden Valley School District No. 71

FINANCIAL MANAGEMENT

7500

New Fees or Increase of Fees

The Superintendent or designee shall review annually fees assessed to determine if an increase, decrease, new fee or other change is necessary. The Superintendent or designee shall report the fee findings to the Board at least annually.

In the event a fee increase of four-percent (4%) or less from the prior fee amount is necessary, the Board can review and vote on such a fee increase. However, in the event a fee increase of five-percent (5%) or more from the prior fee amount is necessary, the Board shall hold a hearing upon such proposed fee increase at a regular or special meeting of the Board.

The Board shall provide notice of the meeting according to Idaho Code § 63-1311A. Meeting notice shall include the reason for the meeting, i.e. the Board is considering a fee increase that is in excess of five percent (5%) of the amount of fees last collected prior to such decision. If the Board is assessing a new fee, the meeting notice shall indicate such.

Legal reference: I.C. § 63-1311A Advertisement of and Hearing on Fee Increases
 I.C. § 33-603 Payment of fees or returning of property
 I.C. § 60-106 Qualifications of Newspapers Printing Legal Notices

Cross Reference: 3440 Student Fees, Fines & Charges
 7300 Revenues

Policy History:

Adopted on: 10-11-2011

Revised on:

Garden Valley School District No. 71

NONINSTRUCTIONAL OPERATIONS

8170

District-Owned Vehicles

The District may own and maintain certain vehicles. Included among them are pickups, school buses and vans. 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, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District

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.

District-Owned Vehicles Provided to Employees

The District may own vehicles which certain employees use for commuting to and from work and for other district-related travel. Any mileage driven in a district-owned vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of mileage and use other than official district business must be recorded in a diary or log.

Unauthorized personal use of the vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate or family member of any employee may use a district-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

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

Policy History:

Adopted on: 8-18-2011

Revised on:

SCHOOL FACILITIES

9410

Garden Valley School District Firearms Policy & Procedure

It is the intention of the Garden Valley School District to provide a safe, disciplined and drug free school environment for all who visit and occupy our buildings. Pursuant to its authority under Idaho Code, the School Board may, from time to time, authorize specific District employees to possess certain firearms or other equipment on school property, at school- sponsored or school-related events, and at Board meetings. Selection and authorization of employees shall be in compliance with this policy and any other applicable rules or regulations of the District. The Superintendent shall issue written authorization to an approved employee. Any duties performed by an employee under this policy shall be considered within the course and scope of his or her employment.

The following procedures will provide guidance to the Garden Valley School District and personnel for the carrying of firearms and the use of force.

DEFINITION OF TERMS

NECESSARY: Means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended.

DEADLY FORCE: Means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury.

SCHOOL PROPERTY: All property owned and operated by the Garden Valley School District may also include, by definition, school activities that are sponsored by the Garden Valley School District and held off-campus in a neutral location.

PHYSICAL FORCE: Intentional application of force through the use of physical contact. This includes counter joints, hitting, kicking, and the use of OC/pepper spray, or any other use of force that results in injury or complaint of injury. This does not include routine handcuffing and escort techniques, not amounting to the conditions above.

BODILY INJURY/HARM: Physical pain or injury or an impairment of physical condition.

GREAT BODILY HARM: Bodily injury which creates the probability of death or causes significant serious permanent disfigurement or loss or impairment of any part of an organ.

DEADLY WEAPON: Any explosive, firearm (loaded or unloaded), any other instrument, device, article, or substance, including vehicles, and personal weapons such as hands and feet which under circumstances of its use, is readily capable of causing death or substantial bodily harm.

PERSONS AND QUALIFICATIONS

All school personnel that carry firearms authorized by the school board and district shall undergo an extensive background check that includes fingerprinting and psychological screening by the trainer. The Garden Valley School District shall bear the cost of these screenings.

Any school personnel hired by the Garden Valley School District, that will be engaged in school security activities must qualify and be in possession of an enhanced concealed weapons permit (or a Law Enforcement equivalent or higher) prior to performing job duties that require him or her to carry a firearm while on school district property.

USE OF FORCE

Use of Force policy will be reviewed annually and the district may decide to test staff on their knowledge of the policy.

The Garden Valley School District recognizes that school personnel, especially those engaged in school security activities may be confronted with circumstances where control must be exercised, to restrain individuals who pose harm to themselves or others, to quell disturbances, or to effect protective custody detainment. In most circumstances, and whenever reasonably possible, the decision to use physical force, to gain compliance, will follow verbal persuasion, advisement, or warning.

This policy is intended to guide school personnel in their decision to use reasonable force and to consider alternative methods in the application of that force. The reasonableness of the force applied shall be evaluated against the facts and collective knowledge available to the school personnel at the time the force is applied.

WHEN FORCE MAY BE USED

Reasonable physical force may be used by school personnel when necessary to defend against an attack, restrain, remove, or disarm persons who present a threat of harm to themselves or others, property damage or theft, or who disrupt school activities.

Physical force is necessary only when other means of defense, restraint, removal, or disarmament would likely be ineffective after such other means have been attempted and were ineffective.

In determining whether the use of physical force is reasonable and necessary, all circumstances shall be considered, including without limitation the person's age, physical strength, size, sex, maturity and previous history, the seriousness of the problem and the threat posed by the person, and the availability and use of other means of defense, restrain, removal or disarmament not involving the use of physical force.

Examples of force that could be reasonable and necessary include, but are not limited to the following:

- Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;

- Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a person's control;
- Using reasonable and necessary force for the purpose of self-defense or the defense of others;
- Using reasonable and necessary force for the protection of property;
- Using reasonable and necessary force to remove a disruptive student from a classroom or school premises, motor vehicle or school bus or from school sponsored activities;
- Using reasonable and necessary force to prevent a person from inflicting harm on himself or herself;
- Using reasonable and necessary force to protect the safety of others;
- Using incidental, minor or reasonable physical contact designed to maintain order and control, protect and defend;
- Using reasonable force in physical activities associated with athletics.

When physical force is no longer necessary, it should be discontinued. Action taken after the fact may be in the form of a student conference, referral, suspension, expulsion or civil or criminal court action.

The categories and use of force guidelines are as follows:

LEVELS

VERBAL COMMUNICATION: The use of verbal skills, to include commands can achieve the desired results in most situations. Proper communication can de-escalate a tense situation and deter the need for a physical intervention.

Use of Force Beyond Verbal Communication Must be Justified.

PHYSICAL INTERVENTION: Situations arise where words alone do not resolve a conflict. Physical force/bare hand contact to guide, direct, hold, restrain or defend are necessary at this level. Defensive tactics holds may be applied to restrain aggressive individuals. Handcuffs may be applied to person(s) who are aggressive, pose a real threat or are believed to have committed a crime that the level of offense dictates the need for restraints prior to an arrest by law enforcement.

PEPPER SPRAY/FOAM: When an individual or individuals are violent, damaging school property or posing a threat to others, Pepper Spray/Foam may be used in an attempt to de-escalate the threat and to gain compliance. It is assumed that verbal and other less physical measures have been used or deemed inappropriate. Using Pepper Spray/Foam on highly aggressive persons, who could pose a physical threat of injury, may be advisable in lieu of physical force/physical intervention. Anytime the situation is serious enough to require the use of Pepper Spray/Foam, law enforcement will be notified and criminal charges requested.

TEMPORARY INCAPACITATION/TASER: At this level the situation should be so extreme, potentially dangerous, and immediate that for safety reasons it could be necessary to temporarily

incapacitate the individual. This includes all methods of non-deadly force beginning with empty hand up through impact tools or Taser (if authorized). Temporary incapacitation is used to stop an individual from injuring you or others and to gain compliance or alleviate the threat. Anytime the situation is serious enough to require the use of a Taser, law enforcement will be notified for further investigation for possible criminal charges.

DEADLY FORCE: Use of deadly force must be justified as set out in I.C. 19-201-203.

Use of Force Requires a Report

Any use of force that escalates the behavior of the intended person or any use of force that requires a staff member to place their hands upon a student or adult, other than to escort said person, will require a report to be written and submitted to the superintendent or their designee. The use of force that can be interpreted as assaultive behavior or results in injury, substantial or great bodily harm and possibly death will require a report to be made and mandatory notification of law enforcement for investigation.

Caring for Injured Due to Use of Force

Any use of force on behalf of school personnel engaged in school security activities where injury results will summon appropriate medical attention immediately. This will cause a report to be made and law enforcement may be called for investigation depending on the severity of the injury.

EQUIPMENT

Any equipment that is used for school safety and security and carried by school personnel engaged in school security activities shall be supplied by the district. All equipment supplied by the Garden Valley School District will be inventoried, inspected and records, including serial numbers, will be on file at the Superintendent's Office.

All staff who are authorized to carrying or possess firearms and other equipment while on school district property will be trained in the proper use of such equipment. Refer to training requirements.

Annual Inspection

All equipment used for school security activities will be inspected annually for structural and functional integrity; any equipment not meeting industry standards will either be repaired or replaced in a timely manner. Any equipment, such as ballistic vests and OC/pepper spray that have expiration dates, will be replaced on or before the expiration date. All equipment that has an expiration date will be recorded and information kept at the Superintendent's Office.

Carrying Equipment

The decision to carry and use equipment will be made by the Garden Valley School District. The equipment listed below are options for the Garden Valley School District to

consider and authorize. All equipment that is used will be approved by the school board.

- Ballistic Vests
- ASP/Collapsible Baton
- OC/Pepper Spray
- Handcuffs- either hinged or chained
- TASER
- Two Way Radios with one channel connected to a law enforcement frequency. The frequency used will be determined by the cooperating law enforcement agency and the Garden Valley School District.

FIREARMS

Types of Firearms

Handguns: Any handgun used in school security activities must meet the following criteria:

Any American made, solid frame, double action revolver of .38, 38+P or .357 caliber with at least a 1 ¾ inch and no longer than 4 inch barrel. Semi-auto pistols either single or double action .380 , 9mm .40 or .45 caliber; Smith & Wesson, Berretta, Sig Sauer, Glock, H&K, Springfield, .381 Para Ordnance, Kimber, Colt or a similar handgun that is approved and used by the local law enforcement agency or sheriff's office, the barrel length: minimum of 1 ¾ inch to a maximum of 4 inches. Match grade, competition grade, or "Race Guns" are not approved for use in school.

Long guns: approved and available for use by security; it will be mandatory that they be stored in an approved gun safe, during school hours, that is in a secure location, inside the school and readily available for use if needed.

Magazines and Speed Loaders

The number of and storage capacity of speed loaders or magazines, to be carried, will be determined by the Garden Valley School District and local law enforcement agency.

Storage of Firearms

If firearms are stored at school during non-school hours they will be secured in a gun safe and the safe will be stored in a secured room within the school.

Firearms Training

Garden Valley School District will seek training from a private vendor. Firearms training instructors, whether from a private vendor or a local law enforcement agency, must have completed a course of instruction and be certified by the National Rifle Association. The Garden Valley School District will notify the local law enforcement agency of the times and places that training sessions will be provided to school personnel. In addition, the Garden Valley School District will invite the local law enforcement agency to attend the training sessions that will be

provided to school personnel.

Only those school employees who have obtained and maintain a current enhanced concealed weapons permit (or a Law Enforcement equivalent or higher) and have successfully completed the GVSD Use of Force training course are eligible for authorization by the Garden Valley School Board to carry a firearm on school property. They must pass an extensive background check and be fingerprinted before final authorization is given. The trainer will evaluate and determine acceptability of each person's qualifications to perform the duties that may be required in the event of a threatening situation. GVSD will bear the cost of screenings and ongoing training at the school.

Any school personnel working in a school security capacity that fails to qualify will be required to re-qualify; failure to re-qualify the person will surrender their firearm immediately to their supervisor. Remediation training will be required until the individual is able to qualify with and demonstrate competence with a firearm.

All persons receiving firearms training will engage on the range with a certified instructor live fire situations that require shoot, don't shoot decision making and other dynamic scenarios.

Firearms Simulation Training Simulators (FATS) offered by some insurance carriers will be an accepted form of training but it will not fully replace live fire training. Force on force training using simunition or air-soft equipment with certified instructors will be acceptable supplemental training.

All school personnel must train and qualify at least 3 times per year. Two of which are live fire and one of which can be simulation.

Care and Maintenance of Firearms

All firearms shall be cleaned after every qualification. Any malfunction will be reported to the Superintendent or their designee; the firearm will be removed from service until appropriate repairs can be made by a licensed and certified gunsmith or the manufacturer.

Modifications to Firearms

All firearms, whether handguns or long guns, cannot be modified and must meet the specifications of the manufacturer; the only exception will be the installation of approved "night sights," or rifle sights on the shotgun barrel.

Types of Holsters

Open carry holster will meet retention level II or level III law enforcement standards. Concealed carry holsters; shoulder holsters must meet a minimum retention level I or greater.

Ammunition

All ammunition must meet the local municipal police department or county sheriff's office standards for both handguns and long guns. Hand or reloaded ammunition is not allowed.

The Garden Valley School District will purchase all ammunition and storage of additional rounds of ammunition will be in a locked in safe within the school.

Only ammunition that meets national Law Enforcement standards for duty carry will be permitted in firearms authorized to be on school property.

Open Carry or Concealed Carry

The decision to have school staff engaged in school security activities carry firearms in the open or concealed will be a decision made by the Garden Valley School District in conjunction with local law enforcement based upon best practices.

Identification

If school personnel are ever required to draw a firearm to confront an active shooter in the school it will be important for them to be easily identified when law enforcement arrives on campus to avoid a “friendly fire” situation. Therefore the district will work with local law enforcement personnel to determine procedures for easy identification.

Discharge of Firearms

The discharge of a firearm falls into an intentional or accidental situation. Intentional discharge will occur either during qualification at the range or in the line of duty. Any intentional or accidental discharge of a firearm on school campus, within any building or school sponsored activity will require a law enforcement investigation. Discharging a firearm at the shooting range during training and qualification is exempt from the reporting requirement.

Firing warning shots in the line of duty are not allowed; the risks of injury to innocent parties are too great.

Training Requirements and Training Plans

All school personnel engaged in school security activities that carry firearms, and other equipment, will be required to develop a training plan. An initial and a recertification training plan will be required for any and all of the following equipment that will be carried:

- Firearms
- ASP/Collapsible Baton
- Handcuffs
- OC/Pepper Spray
- TASER

Use of force training

Any person employed by Garden Valley School District that may be engaged in security

activities or where there is a reasonable expectation that use of force will be a part of their job function, shall receive training in and understand all facets regarding use of reasonable and necessary force. Including the continuum of force taught in basic law enforcement training. The Garden Valley School District will conduct an annual review and test of all individuals engaged in school security activities to measure the level of knowledge. Any school employee authorized to possess a firearm on school property shall also be provided additional training in crisis intervention, management of hostage situations, and other training as the Board or designee may determine necessary or appropriate.

Training records and retention of records

All school district training records will be kept on file in a secure location for a period not to exceed 3 years after the person leaves district employment.

Legal References:

Idaho Code §18-3302D; Idaho Code §19-201; Idaho Code §19-202A; Idaho Code §19-203.

Policy History:

Adopted on: Oct 14, 2014

Revised on: March 8, 2016

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference:	3330	Student Discipline
	5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

Legal References:	I.C. § 18-917	Hazing
	I.C. § 18-917A	Student Harassment – Intimidation – Bullying
	I.C. § 33-205	Denial of School Attendance
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1630	Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
	I.C. § 67-5909	Acts Prohibited
	20 U.S.C. § 1681, et seq.	Title IX of the Educational Amendments
	34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

Policy History:

Adopted on: 12-13-2011

Adopted on: 12-11-2012

Revised on: 03-14-2017

Reviewed on: 07-12-2022

Garden Valley School District No. 71

INSTRUCTION

2700P

High School Graduation Requirements Procedure

Publication of Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Regular Diploma High School Graduation Requirements

Credits

Students shall be expected to earn a total of 52 semester credits in order to complete graduation requirements. Students may have a cumulative GPA of 2.0 or greater. Special Education students who have successfully completed their individualized education program (IEP) leading to completion of high school will be awarded a diploma.

Subject	Required Credits
English	8
Senior Project	1
Personal Finance	1
Speech	1
Mathematics*	6
Science**	6
PE	2
Health	1
World History	2
US History	2
Economics	1
American Government	2
Humanities***	4
Electives	15
Total	51 52

(The Idaho state minimum is 46 credits plus senior project and personal finance.)

*Two math credits must be earned in the student's last year of high school. Geometry and Algebra are required within the 6 credits. Students are exempt from the senior math requirements if they take AP calculus. Students that take 8 transcribed credits of high school math including Algebra II, prior to their senior year, are exempt.

**4 credits must be laboratory science.

***Recommended classes are: Art, music, and/or foreign language

Note: Classes taken prior to 9th grade with a grade of C or better by a qualified high school instructor may be counted toward meeting the specific high school credit requirement. The grade and credit will be transferred to the high school transcript.

Honors Diploma High School Graduation Requirements

Credits

Students shall be expected to meet the regular GVHS graduation requirements plus two additional credits in an advanced Science to earn a total of ~~53~~ 54 semester credits in order to complete graduation requirements for the Honors Diploma. Students must have:

- Earned at least a 1200 combined critical reading and critical math score on the SAT or a score of 26 or above on the ACT
- Receive a minimum of 6 AP or DC high school credits
- Earned two credits in Pre-calculus or above
- Have a minimum cumulative GPA of 3.0
- Earned 2 of the 8 science credits in either Chemistry or Physics

NOTE: Students who earn an Associate's Degree while in high school will automatically qualify for a GVHS Honors Diploma.

Subject	Required Credits
English	8
Senior Project	1
Personal Finance	1
Speech	1
Mathematics *	8
Science	8
PE	2
Health	1
World History	2
US History	2
Economics	1
American Government	2
Humanities	2
Foreign Language	4
Electives	13
Total	5354

*Mathematics: 8 credits of mathematics will be required for all students starting with the graduating class of 2022. Students graduating before 2022 will be required to complete 6 credits of mathematics.

The core of instruction is twenty-nine (29) semester credits (IDAPA 08.02.03.105):

Core of Instruction - Students must pass all 51 credits in order to graduate. Additionally, they must either have a 2.0 grade point average in the following core classes OR demonstrate satisfactory achievement in area(s) of deficiency:

Course	Core Credits
English	8
Speech	1
Social Studies	7
Mathematics	6
Science	6
Health	1
Total	29

Middle School Credit

If a middle school student completes any high school course with a C or higher before entering the 9th grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parents will be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect not to have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant of the 8 in 6 program.

College Credit in High School (Dual Credit Courses)

College courses can be taken while in high school for high school and college credit simultaneously. One high school credit will be awarded for every 2 college credits earned. The transcript will denote a weighted "DC" grade and corresponding credit value.

Example:

English 101

College credit: 3

High school credit: 1.5

College Entrance Examination

A student must take one of the following college entrance examinations before the end of the student's eleventh grade year: ACT or SAT.

A student may elect an exemption in their 11th grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individualized Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for three academic years or less;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case, the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11th grade year may instead take the exam during his or her 12th grade year if the student:

1. Transferred to an Idaho school district during their 11th grade year;
2. Was homeschooled during their 11th grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

Senior Project

A student shall complete a senior project that includes a research paper and oral presentation by the end of grade twelve.

Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, the student will take the Idaho Student Achievement Test (ISAT) as defined by the State Board of Education rules

Waiver of Requirement

Graduation requirements generally will not be waived. However, in rare and unique hardship circumstances, the Principal may recommend and the Superintendent may approve deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at Garden Valley High School and all acceptable transfer credits shall be

recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

Early Graduation

A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of eight semesters of school attendance in grades 9-12 may petition the superintendent and board of trustees through the building principal. The superintendent shall submit the petition to the Board of Trustees for Board endorsement and approval at the end of the quarter preceding the requested graduation date.

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well create incentives for participation in any early graduation program. Existing programs providing incentives to complete coursework early are described in Policy 3435 Advanced Opportunities.

Cross Reference:

Policy 3435

Policy 2700

Legal Reference: IDAPA 08.02.01.350
IDAPA 08.02.03.105
IDAPA 08.02.03.107
Standards

Early Graduation
Graduation from High School
High School Graduation

Policy History:

Adopted on: 5-08-2012

Revised on: 2-12-2013

8-12-2014

7-11-2017

6-30-2018

7-10-2018

Amended- First reading: 6-21-2023

Second and final reading: 7-19-2023

Attendance and Absence Procedures

90% Attendance Procedure

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than seven (7) days per semester.

Extraordinary Absences

Extraordinary Absences are the ONLY absences that WILL NOT be used in calculating the attendance record. They are:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (i.e., grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, jury duty, out-of-district placements for special services; and
- D. Chronic and/or extended illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 7-day limit will include such areas as:

- A. illness (non-Chronic or extended illness or hospitalization, compared to above),
- B. family trips,
- C. work days,
- D. vacations,
- E. visiting friends or relatives,
- F. suspension in and out of school,
- G. watching tournaments when not an actual participant,
- H. medical, dental, hair or photography appointments,
- I. skiing, hunting, or other recreational activities
- J. attending concerts, shopping; or
- K. any others not mentioned will be reviewed by the Attendance Review Board.

Elementary Absences

Elementary absences will be cumulative to a total of 14 days per year. A student who exceeds this maximum may be retained in the grade that he/she is presently attending.

90% Attendance Notification

The school will notify the parent of unexplained (non-verified) absences/truancies.

Students having more than two unexplained absences/truancies may have their credit denied. The school will notify the parent when their student has reached 3, 5, 7, and 8 absences per class per semester.

90% Attendance Review Board

A Review Board shall review the circumstances involved with a student's possible loss of credit. This Review Board may recommend to deny or reinstate the student's credit. If a decision to deny credit is recommended, the student's case may be appealed to the Board of Trustees for final action.

The Review Board will be composed of 3 staff, attendance clerk, and an administrator/or designee. They will meet as needed to explore the reasons for loss of credit, with the student having the opportunity to bring evidence pertaining to the situation in the form of parents, persons, and/or facts. Adverse decisions made by the Review Board may be appealed to the Board of Trustees.

The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within sixty (60) days after the attendance committee submits its decision. The superintendent will bring the appeal to the Board of Trustees where a decision on the appeal will be final and a letter will be sent out.

Absence Procedure

Three types of classification will be used: extraordinary, excused, and unexplained/truant.

Excused Absence Procedure

The proper procedure to clear an unexplained/truancy absence is for the parent to call the school at the time of the absence or send a note indicating the reason for the absence.

In order to prevent abductions, the school will call the home when a child is absent to verify illness if the parent neglects to call the school.

When it is not feasible or possible to obtain an advance excused absence due to an emergency, an adequate acceptable excuse must be provided within two (2) school days following the return to school or the absence remains unexplained and an act of truancy. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves.

Married students must make satisfactory arrangements with the Principal or Superintendent concerning "excuses" for being absent, and other responsibilities immediately after

marriage if during the school years, or during registration if the marriage was during the summer.

Assignments and Tests

An excused absence entitles the student to make up all missed work for credit, provided this work is made up as follows:

At all grade levels, two-days make-up time for the first day's absence and one-day make-up time for each additional day is to serve as a guide as to what will be accepted for make-up assignments. For example: 1 Absence=2 days to make up work; 2 absences=3 days to make up work; 3 absences = 4 days to make up work, etc.

Special Consideration

Any student absence, as a result of special cases not covered by these regulations, is to receive an excused or unexplained absence at the discretion of the Principal or Superintendent.

Unexplained Absence or Truancy

Any student absent without the consent of the school, the parent, or guardian shall be considered truant. Cutting individual classes shall also be considered truancy. A grade of zero will be given for all classes missed. Truancy will result in a student, parent/guardian, and principal conference and the student may be placed on suspension. Four truanies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Tardy Procedure

Students are considered tardy when they have not entered the classroom by the time the tardy bells stops ringing.

When a student is tardy for class, but has a pass from an administrator or teacher, the tardiness is excused and not recorded on attendance reports. No other excuse for tardies will be accepted. Unless excused, after 15 minutes late, the student will receive an unexplained absence.

Tardies not excused by a pass will be considered unacceptable and considered unexcused and will be subject to consequences as follows:

Secondary (6-12 grades) (tardies per class per Semester)

2_tardies = warning
3_tardies = 1 hour detention after school
4_tardies = 2 hours detention (served on two separate days)
5_tardies = 4 hr Friday detention
6_tardies= 2-4hr Friday detentions or 1-8hr Friday detention
7_tardies= Remanded to attendance review board for possible loss of credit.

Elementary (K-5)

Every three tardies will be considered an absence by Garden Valley School. Students will be subject to consequences from these absences as outlined in this policy. Mandatory meetings between parents, teachers, and administrators will be set after a student has accrued 6 total tardies per semester.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
I.C. § 33-202 School attendance compulsory
I.C. § 33-204 Exemption for Cause
I.C. § 33-205 Denial of School Attendance
I.C. § 33-207 Proceedings against parents or guardians Policy

History:

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